

APPENDIX E

REQUEST FOR CONTRACTUAL REQUIREMENT

NAVCOMPT FORM 2276

points, such as systems commands, must be requested through the issuance of a NAVCOMPT Form 2276. All such NAVCOMPT Forms 2276 will be assigned a 15-digit standard document number in accordance with par. 035452-2.

amendment thereto will be approved by the official responsible for the funds cited thereon. Except for Block 19 (Accepting Official), the funding activity will complete all blocks on the NAVCOMPT Form 2276, inserting the information required thereon. However, the detailed description of each item of supplies, material, equipment, or services required to be inserted in Block 15 may be accomplished by an organizational component or activity other than the funding activity.

035422 PREPARATION

1. **GENERAL.** The Request for Contractual Procurement (NAVCOMPT Form 2276) will be prepared by the organizational component funding the contractual procurement or by such other component designated by the commanding officer of the funding activity. Each request and each

2. **PREPARATION.** The NAVCOMPT Form 2276 will be prepared as follows:

<u>Block No.</u>	<u>Title and Description/Explanation</u>
1	Emphasizes requirements that the document must be accepted and accomplished on a direct citation of funds basis and that the request is subject to the conditions listed on the back of the form.
2	<u>Document Number</u> —The document number assigned in accordance with NAVCOMPTINST 7300.99C. This is the document number under which the funds cited in Block 13 are to be recorded prior to the award of the contract/order; i.e., the document number under which the funds are to be recorded as an initiation, commitment or consignment. The funds cited in Block 13, however, MUST be obligated under the Procurement Instrument Identification Number (PIIN) (contract/order number) upon receipt of the executed (signed) copy of the related contract/order. Document type code RC will be used in constructing the document number. It should be noted that the NAVCOMPT Form 2276 MUST be referenced in all resulting contracts/orders.

<u>Block No.</u>	<u>Title and Description/Explanation</u>
3	<u>Reference Number</u> —Before an organization or activity can issue a NAVCOMPT Form 2276, it must be in receipt of some form of authorization of funds, such as an operating budget, allotment, Project Directive, Advice of Project Funds, or, in the case of performing work or services for others, a reimbursable order. It is the document number assigned to such authorizations of funds that is to be entered in this block. In the case of Marine Corps activities, the Marine Corps Headquarters Commitment Authority Number, in addition to the allotment number, will be entered in this block, when applicable.
4	<u>Funds Expire On</u> —The date that the funds cited in Block 13 expire for obligation purposes. It should be noted that contracts resulting from NAVCOMPT Forms 2276 <u>MUST</u> be fully executed (signed) by both the contractor and the Government contracting officer on or before the date appearing in this block.
★5	<u>DPAS Rating</u> —The appropriate Defense Priorities and Allocations System DO or DX rating will be assigned and entered in this block by the requesting activity cited in Block 9. DPAS ratings will be assigned in accordance with NAVSUP Instruction 4330.11 of 23 July 1986.
6	<u>Priority</u> —The appropriate priority designator will be assigned and entered in this block by the requesting activity cited in Block 9. Priority designators will be assigned in accordance with the Uniform Material Movement and Issue Priority System (UMMIPS) (OPNAVINST 4614.1E).
7	<u>Date Required</u> —Enter the date that the items or services being requested in Block 15 are required. This date should be realistic. If a term type service contract is being requested, vice a contract/order for a deliverable item, the requested term of the contract must be identified.
8	<u>Amendment No.</u> —A sequential number commencing with "001," assigned by the funding activity to uniquely identify each amendment to the original (basic) document. The word "BASIC" will be entered in this block in the case of the initial issuance of the form.
9	<u>From</u> —The name and address of the activity or organization funding the procurement. (See special instructions in subpar. 3).
10	<u>For Details Contact</u> —The name, code and telephone number of the individual to be contacted in the event the contracting (performing) activity has any questions concerning the item(s) or services to be procured. It should be noted that the individual named in this block may be from an activity or organization other than the funding activity cited in Block 9. (See special instructions in subpar. 3).

<u>Block No.</u>	<u>Title and Description/Explanation</u>
11	<u>To</u> —The Unit Identification Code (UIC), name and address of the activity or organization that will actually be awarding the contract/order, even though the NAVCOMPT Form 2276 may be forwarded to some other organization or activity by the originator of the form for the completion of Block 15.
12	Mail Invoices To—The name and address of the organization or activity to whom the vendor's invoices are to be mailed.
13	<u>Accounting Data To Be Cited On Resulting Contracts</u> —The accounting data to be cited in the contract(s)/order(s) awarded by the contracting activity. The ACRNs cited in Block 13A will be used, in conjunction with the document number cited in Block 2, for recording initiations, commitments or consignments. The ACRNs appearing in the resulting contracts(s), however, will be used, in conjunction with the PIIN (contract) number, for obligation recording purposes. ACRNs will be assigned in accordance with NAVCOMPTINST 7300.99C. Block 13L represents the total amount of funds authorized for that particular document or amendment. Block 13M represents the cumulative total amount of funds authorized, including all previous amendments, as of the date of that particular document/amendment. In the case of a "basic" document, the amounts appearing in Blocks 13L and 13M will be identical.
14	Emphasizes that the amounts authorized on the NAVCOMPT Form 2276 may not be exceeded in resulting contracts/orders without prior written approval from the requesting activity cited in Block 9. Item number 3 under the "conditions/instructions" section on the back of the NAVCOMPT Form 2276 applies.
15	<u>Procurement By Contract Of The Following Items Is Requested</u> —Enter a specific, definite, and complete description of each item of supplies, material, equipment, or services required. When appropriate, each item described will be identified to its respective line of accounting date through the use of Accounting Classification Reference Numbers (ACRNs). The need for an accurate and comprehensive description of the items or services being requested in this block cannot be overstressed. All appropriate and applicable columns under this block should be completed. Block 15I should reflect the total estimated costs of the items listed under Block 15, for that particular document/amendment, and should be the same as the amount entered in Block 13L.
16	Advises that attached pages should be consulted for delivery schedules, preservation and packing instructions, shipping instructions and instructions concerning the distribution of the resulting contract(s) and related documents. All such attachments must be identified with the document number entered in Block 2 and assigned appropriate page numbers. The total number of pages involved in the request should be entered in the space provided in the upper right corner of the NAVCOMPT Form 2276.

Block No.	Title and Description/Explanation
17	<u>Transportation Allotment</u> —Enter allotment or other accounting data to be charged for transportation charges when applicable.
18	<u>Authorizing Official</u> —The name, title, and signature of the individual in the requesting activity authorized to issue the document. The date the authorizing official actually signed the document must also be included. This date is the basis for determining the accounting month under which the commitment or consignment is to be recorded.
19	<u>Accepting Official</u> —The name, title, and signature of the individual in the contracting activity authorized to accept such requests. The date the accepting official actually signed the document must also be included (see acceptance instructions in subpar. 5).

3. **SPECIAL INSTRUCTIONS.** NAVCOMPT Form 2276 will be used by headquarters activities and parent commands to request contractual procurement on behalf of their field activities for which they have retained control of the funds authorized to pay for such procurement. Accordingly, the following special procedures apply:

1. the NAVCOMPT Form 2276 will be prepared by the funding command/activity in accordance with the preceding paragraph except that the point of contact to be named in Block 10 must be an employee of the field activity. In addition, the words "Funding activity only" will be entered parenthetically in Block 9 immediately following the name of the funding activity; and the words "Requiring activity" will be entered parenthetically in Block 10 immediately following the name of the point of contact. The completed NAVCOMPT Form 2276 will be submitted to the procuring activity via the requiring field activity;
2. when the procuring activity is a Navy stock point, such as a naval supply center or a naval air station, a separate and distinct 14-digit MILSTRIP/MILSTRAP requisition number, as prescribed by NAVSUP Publication P-437, must be assigned to each separately deliverable item of material or equipment indicated in Block 15D of the NAVCOMPT Form 2276. These MILSTRIP/MILSTRAP requisition numbers

will be assigned by the field activity cited in Block 10 and entered in Block 15D immediately following each item of material or equipment to be procured. This action is required to provide the capability to the stock point to split actions between procurement, issue from stock or referral into the DOD supply systems for individual items listed;

3. any questions the contracting activity may have concerning the items to be procured or concerning funding matters will be directed to the individual (activity) cited in Block 10 of the NAVCOMPT Form 2276. The requiring (field) activity will coordinate all funding matters with the parent command/activity.
4. **DISTRIBUTION.** After the authorizing official has signed the NAVCOMPT Form 2276, it will be distributed as follows:
 1. the original and 5 copies to the contracting activity cited in Block 11,
 2. one copy to the fiscal office responsible for recording the NAVCOMPT Form 2276 on the official accounting records of the funding activity, and
 3. one copy to the office responsible for the funds cited in Block 13.

After acceptance by the contracting activity (see par. 5), 1 copy of the NAVCOMPT Form 2276 indicating acceptance will be returned to the funding activity. The original and remaining 4 copies will

be retained and utilized by the contracting activity as necessary. One of the remaining 4 copies, however, will be used by the contracting activity for notifying the funding activity when final contractual action has been completed. This will be accomplished by marking a copy of the NAVCOMPT Form 2276 "Final" and annotating the form with the difference between the estimated and the actual cost of the contract(s) issued and forwarding the copy to the funding activity. The difference between the estimated and the actual cost of the contract(s) automatically reverts to the funding activity. Such notification is not required for NAVCOMPT Forms 2276 resulting in the issuance of Basic Purchasing Agreements (BPA's) or payments from imprest funds.

★5. **ACCEPTANCE.** Acknowledging acceptance of the NAVCOMPT Form 2276 by Department of the Navy contracting/purchasing activities is required for all NAVCOMPT Form 2276s. Acknowledgment of acceptance of Military Interdepartmental Purchase Requests (MIPRs) issued to contracting/purchasing organizations of other Military Departments, Defense agencies, or other Government agencies, should be requested on DD Form 448-2a.

035423 RESPONSIBILITIES

1. **GENERAL.** When properly prepared, the Request for Contractual Procurement (NAVCOMPT Form 2276) received by a contracting activity is the authority for that activity to contract for the material, equipment, or services requested thereon within the amount specified.

2. **RESPONSIBILITIES OF THE REQUESTING/FUNDING ACTIVITY.** The activity requesting/funding the contractual procurement is responsible for:

1. ensuring that the items or services being requested are properly and adequately described under Block 15D of the NAVCOMPT Form 2276;
2. ensuring the propriety of the funds cited in Block 13;
3. ensuring that adequate funds are available and properly reserved to cover

the cost of the items or services being requested;

4. ensuring that Block 11 of the form contains the name and address of the activity that will be actually awarding the contract/order, even though it may be necessary to have an organization or activity or activity other than the activity requesting/funding the procurement complete Block 15; and
5. including any other restrictive statements on the RCP deemed appropriate.

3. **RESPONSIBILITIES OF THE CONTRACTING ACTIVITY.** The activity accepting and fulfilling the requirements of an RCP is responsible for:

1. ensuring that the funds authorized on the form, including additional amounts which may be authorized by local agreement between the requestor and the contracting activity, are adequate to cover the total cost involved; i.e., that the funds authorized are sufficient enough to cover not only the cost of the material being requested but also to cover any transportation or accessorial charges involved;
2. ensuring that each fund citation authorized on the RCP is not exceeded;
3. notifying the requesting/funding activity by telephone or naval message upon receipt of the first evidence that the funds authorized in an RCP are insufficient. The requesting/funding activity will be given the option of either amending the order to provide adequate funds or to reduce or cancel the items of services requested;
4. ensuring that any restrictive statements contained on the RCP are diligently followed;
5. ensuring that all resulting contracts are fully executed (signed) prior to the expiration date of the funds, as cited in Block 4 of the RCP. (NOTE: the execution of a contract subsequent to the funds expiration date is improper and could lead to a violation of 31 U.S.C. 1517);
6. ensuring that confirmed copies of the resulting contracts/orders are promptly

sent to both the requesting/funding activity and their authorization accounting activity (AAA);

7. ensuring that the related RCP document number cited in Block 2 and any MILSTRIP/MILSTRAP document numbers cited in Block 15D are referenced in each resulting contract/order issued; and
8. ensuring compliance with the following procedures:
 - (a) the NAVCOMPT Form 2276 will not be taken up in the accounting records of the contracting (performing) activity; i.e., RCP's will not be treated as reimbursable orders nor as authorizations of funds requiring allotment or operating budget accounting procedures. RCP's will always be accepted and processed on a direct citation of funds basis;
 - (b) in the event a contracting activity receiving a NAVCOMPT Form 2276, for any reason, cannot perform and must pass the request to another contracting activity for accomplishment, the passing of the RCP to that activity will be done by written endorsement. A copy of the endorsement will be provided to both the requesting/funding activity and their AAA; and
 - (c) the contracting activity will notify the requesting/funding activity at least 60 days in advance of the funds expiration date cited on the RCP of amounts for which contracts/orders will not be executed by the expiration date. Such amounts will no longer be available to the contracting activity and will be withdrawn from the recipient through issuance of an amendment to the NAVCOMPT Form 2276 to ensure proper recording on the accounting records of the requesting activity. If the need for the items of services originally requested exists subsequent to the funds expiration date, the requesting/funding activity must issue a new RCP citing current funds.

(For example, the holder of the authorization of funds (allotment or operating budget holder) funding the purchase of goods or services bears the responsibility of adjusting funds obligated for the

purchase to cover exchange rate fluctuations where funds are not subject to Foreign Currency Fluctuation, Defense (FCF,D) or Foreign Currency Fluctuation, Construction, Defense (FCF,C,D).)

4. APPLICATION OF TITLE 31 U.S.C., SECTION 1517. The grand total amount cited in Block 13M of a NAVCOMPT Form 2276, and/or the latest amendment thereto, constitutes a limitation that is not to be exceeded. Such amounts constitute a 31 U.S.C. 1517 limitation whenever the purchasing office or contracting activity is a separate entity not under the immediate supervision of the commanding officer of the activity funding the request.

035424 ACCOUNTING

Since the NAVCOMPT Form 2276 must be processed on a direct citation of funds basis, the only accounting required will be accomplished by the fiscal office for the funding activity in accordance with the following:

1. a commitment or firm reservation, with a corresponding reduction in available balances will be recorded upon issuance of the NAVCOMPT Form 2276, except in the case of NAVCOMPT Forms 2276 citing O&M or Navy Industrial Funds (NIF). NAVCOMPT Forms 2276 citing O&M funds will be processed/recorded in accordance with NAVSO P-3006 or P-3013, as appropriate. NAVCOMPT Forms 2276 and resulting contracts/purchase orders citing NIF funds will be processed/recorded in accordance with Volume 5 of this Manual;
2. NAVCOMPT Forms 2276 will always be recorded under the 15-digit Navy standard document number appearing in Block 2;
3. obligations/undelivered orders will be recorded, with corresponding reductions in related outstanding commitments/consignments, upon receipt of confirmed copies of the resulting contracts/purchase orders. Such obligations/undelivered orders will be recorded under the contract/purchase order number, not the 15-digit document number appearing in Block 2 of the NAVCOMPT Form 2276.

Section V: WORK AND SERVICES FOR SHORE ACTIVITIES AND SHIPS AND REQUESTS FOR CONTRACTUAL PROCUREMENT

Subsection 1: REIMBURSABLE ORDERS

035400 INTRODUCTION AND SCOPE

The policies and instructions in this Subsection apply to the issuance, acceptance, and performance of reimbursable orders issued between components of the Department of the Navy and between Department of the Navy components and components of other military departments, defense agencies, and other Government departments, bureaus or agencies. The policies and instructions in this Subsection supersede all existing policies and instructions applicable to the issuance, acceptance, and performance of Project Orders (NAVCOMPT Form 2053), Work Requests (NAVCOMPT Form 140), Funded Reimbursable Work Estimates (NAVCOMPT Form 2044), and Orders for Work (NAVCOMPT Form 2043) since these forms have been replaced by a single form, Order for Work and Services (NAVCOMPT Form 2275).

035401 DEFINITIONS

1. **REIMBURSABLE ORDER.** A reimbursable order is any written agreement between components of the Federal Government requiring the performance of work or services by one component and the ultimate payment thereof by the other component.

2. **WORK.** As used herein, work refers to efforts resulting in the supply of an end product. For instance work consists of labor, material, and overhead (when applicable) which results in the repair, maintenance, or overhaul of ships, aircraft, other weapons systems, equipment, material, or research and development that results in a product such as a report. Work can also result in the production of material or items for stock or for immediate use in connection with other ongoing efforts or projects. Work may also include indirect costs in the case of work performed by process shops.

3. **SERVICES.** Services are those that call directly for the time and effort of a performing activity, rather than the delivery of a concrete end product. Services, therefore, consist of labor,

material, and overhead (when applicable) which result in either tangible or intangible benefits to the requesting component other than the repair, maintenance, or overhaul of weapons systems, equipment, or material or the production of material. Examples of services are lawn mowing, snow removal, computer services, providing essential feeding services, providing utilities, transportation (including port handling), guard services, fire-fighting services, the performance of travel, or research calling only for the time and effort of a performing activity where there is no end product to be provided; i.e., either a written report is not required, or any required written report is merely incidental to the research.

4. **PROJECT ORDER REGULATIONS.** The term "Project Order Regulations" is the approved short title for the Regulations Governing the Use of Project Orders Within the Department of Defense described in par. 035402-2.

5. **PROJECT ORDER.** A project order is a specific, definite, and certain order issued under the authority contained in Title 41 U.S. Code 23 for the production of material or for the repair, maintenance or overhaul of weapons systems, equipment or material or for other work or services (see par. 035405) which, when placed with and accepted by a separately managed and financed Government-owned and operated establishment, serves to obligate appropriations and funds in the same manner as contracts or orders placed with commercial enterprises. Any order which is issued for any of the purposes set forth in par. 035405, which conforms with the requirements of pars. 035407 and 035408, and which is placed with a Government-owned and operated establishment, will be deemed to be a project order and subject to the provisions of this Subsection pertaining to project orders.

6. **REIMBURSABLE ECONOMY ACT ORDER.** A reimbursable Economy Act order is an order issued under the authority contained in Title 31 U.S. Code 1535 for work or services which, when placed with and accepted by a separately managed

and financed Government-owned and operated establishment, serves to obligate appropriations and funds similar to a project order but does not meet the requirements of par. 035407. Any order for work or services which does not conform with the requirements of par. 035407 and which is placed with a Government-owned and operated establishment for the purposes set forth in par. 035409 will be deemed to be a reimbursable Economy Act order subject to the provisions of this Subsection pertaining to reimbursable Economy Act orders.

7. INTRADEPARTMENTAL REIMBURSABLE ORDER. The term "intradepartmental reimbursable order" when used in these instructions means a reimbursable order issued and accepted by components of the same military department or defense agency; e.g., a reimbursable order issued and accepted within the Department of the Navy.

8. INTERDEPARTMENTAL REIMBURSABLE ORDER. The term "interdepartmental reimbursable order" when used in these instructions means a reimbursable order issued by a component of one military department or defense agency to a component of another military department or defense agency.

9. INTERAGENCY REIMBURSABLE ORDER. The term "interagency reimbursable order" when used in these instructions means a reimbursable order issued by a component of the Department of the Navy to a Government-owned and operated establishment or organization outside the Department of Defense and vice versa.

10. COMPONENT. A component, as regards the Department of the Navy, is any office, bureau, command, Headquarters U.S. Marine Corps, inventory control point, fleet or type commander, morale, welfare and recreation activity or other activity having the authority to issue and/or accept reimbursable orders under par. 035404 or to issue and/or accept/fulfill requests for contractual procurement under par. 035450. Outside the Department of the Navy, a component is any executive department, independent establishment of the Government, or any bureau, office or other organizational entity thereof, authorized to issue and/or accept/fulfill orders for work or services or requests for contractual procurement.

11. CROSS-DISBURSING. "Cross-disbursing" is defined as a paying service performed by disbursing officers of one military department or defense agency affecting the funds of another department or agency of the Department of Defense.

12. GOVERNMENT-OWNED AND OPERATED ESTABLISHMENT. A Government-owned and operated establishment, as used in these instructions, is any shipyard, ordnance plant, or other production or processing plant or shop, equipment maintenance or overhaul shop, research and development laboratory or testing facility, or proving ground, or morale, welfare and recreation activity, or any other type of establishment which is owned and operated by the U.S. Government, without regard to the manner in which the establishment is financed. All Government-owned and operated establishments are referred to in these instructions as "performing activities."

13. OTHER TERMS. Terms such as "contractual relationships," "commercial contracts," "defaulting contractors," and "commercial contracting" when used in these instructions are intended to indicate the close relation between project orders and commercial contracts in the particular circumstances involved. The use of these and similar terms should not be construed as requiring project orders to be subject to the provisions of the Defense Acquisition Regulations (DAR) nor as imposing upon the parties to a project order agreement responsibilities (legal or otherwise) not prescribed by these instructions.

14. CONTRACTUAL PROCUREMENT. Contractual procurement is the acquisition of weapons systems, equipment, material, or services through contracts or orders placed with commercial enterprises by the Navy, other Department of Defense, or other Government contracting offices or agencies.

035402 AUTHORITY TO ISSUE AND ACCEPT REIMBURSABLE ORDERS

1. TITLE 41 U.S. CODE 23. Authority for issuing and accepting project orders is contained in Title 41 U.S. Code 23, as amended. Pursuant to this authority, the acceptance of a project order by the performing activity obligates the appropriations or

1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE.

2. DOCUMENT NUMBER

3. REFERENCE NUMBER

4. FUNDS EXPIRE ON

5. DMS RATING

6. PRIORITY

7. DATE REQUIRED

8. AMENDMENT NO.

9. FROM

10. FOR DETAILS CONTACT:

11. TO:

UIC

12. MAIL INVOICES TO:

13.

ACCOUNTING DATA TO BE CITED ON RESULTING CONTRACTS

A. ACRN	B. APPROPRIA- TION	C. SUB- HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT

14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.

L. TOTAL THIS DOCUMENT

M. CUMULATIVE TOTAL

15.

PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED

THESE ITEMS ☐ ARE ☐ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND
REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED

A. ACRN	B. ITEM NO.	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)	E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT

16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.

I. GRAND TOTAL

17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)

18.

I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED.

AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)

DATE

19.

THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH.

ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)

DATE

**CONDITIONS/INSTRUCTIONS GOVERNING THE USE OF THIS FORM
AND THE ACCEPTANCE OF THIS REQUEST**

CONDITIONS/INSTRUCTIONS GOVERNING USE OF THIS FORM:

This form will only be used for requesting contractual procurement or local purchase of material or services. This form will not be used for requesting work and/or services or for requisitioning material from existing Government stocks.

Note: Requests for work and/or services will be accomplished through the use of Order for Work and Services, NAVCOMPT FORM 2275 (8-81).

Request for standard and/or non-standard stock available within the U.S. Government will be accomplished through the use of the DOD Single Line Item Requisition System Documents (DD Form 1348 and/or 1348-6, as appropriate).

CONDITIONS/INSTRUCTIONS GOVERNING THE ACCEPTANCE OF THIS REQUEST:

1. Written acceptance of this request is required and will be accomplished by completing Block 19 on one copy of this request and returning it to the requesting activity cited in Block 9. Acceptance must be on a direct citation basis only.

2. Amounts authorized by this document have been reserved and / or committed by the requesting activity and will be obligated upon receipt of contracts or purchase or delivery orders awarded.

3. Amounts authorized by this document may not be exceeded. Additional funds, if required, will be requested from the activity cited in Block 9. Approval of such requests will be accomplished by the requesting activity through the issuance of an amendment to this document, appropriately reflecting the amount of additional funds being provided. The grand total cited in Block M constitutes a 3679, R.S. limitation when the purchasing office or contracting activity is a separate entity not under the immediate supervision of the commanding officer issuing the request.

4. Resulting obligation documents must be executed by the activity cited in Block 11 by the date indicated in Block 4. Such documents must include the document number cited in Block 2.

5. A complete copy of each executed obligation document resulting from this request must be forwarded to the activity cited in Block 9.

ORDER FOR WORK AND SERVICE/DIRECT CITATION

1. THIS ORDER MUST BE ACCEPTED ON A REIMBURSABLE BASIS AND/OR DIRECT CITATION AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE. (Check Applicable box(es)) <input type="checkbox"/> WR <input type="checkbox"/> PO <input type="checkbox"/> DIRECT CITATION					2. DOCUMENT NUMBER				
3. REFERENCE NUMBER		4. FUNDS EXPIRE ON		5. WORK COMPLETION DATE		6. DATE PREPARED		7. AMENDMENT NO.	
8. FROM					9. FOR DETAILS CONTACT:				

10. TO UIC L	11. MAIL BILLINGS TO:
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12. ACCOUNTING DATA TO BE CITED ON RESULTING BILLINGS										
A. ACRN	B. APPROPRIATION	C. SUB-HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT

L. TOTAL THIS DOCUMENT	
M. CUMULATIVE TOTAL	

13. ORDER SELECTION

13A. THIS ORDER IS ISSUED AS A ☐ PROJECT ORDER ☐ AN ECONOMY ACT ORDER AND IS TO BE ACCOMPLISHED ON A ☐ FIXED PRICE OR ☐ COST REIMBURSEMENT BASIS. WHEN THE FIRST BLOCK IS CHECKED, THE FOLLOWING ITEMS ON THE REVERSE SIDE APPLY:

13B. ☐ DIRECT CITATION PROCUREMENT BY CONTRACT OF THE FOLLOWING ITEMS IS REQUESTED: THESE ITEMS ☐ ARE ☐ ARE NOT - INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED

13C. USE OF THE REVISED ACCEPTANCE PROCEDURE ☐ IS ☐ IS NOT AUTHORIZED.

14. DESCRIPTION OF WORK TO BE PERFORMED AND OTHER INSTRUCTIONS				D. ESTIMATED AMOUNT
A. ACRN	B. ITEM NO.	C. QUANTITY	(Attach separate sheet - If more space is required)	

15. PROVIDED THRU REIMBURSEMENT			16. PROCURED BY DIRECT CITATION			17. SUMMARY	ESTIMATED AMOUNT
A. ACRN	B. ITEM NO.	C. ESTIMATED AMOUNT	A. ACRN	B. ITEM NO.	C. ESTIMATED AMOUNT	<div style="text-align: center;"> A. TOTAL-BLOCK 14D = B. TOTAL-BLOCK 15C = C. TOTAL-BLOCK 16C = D. BLOCK 15C + 16C = E. REIMBURSABLE F. DIRECT CITATION </div>	
						<div style="display: flex; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; margin-right: 5px;">CUM. TOTAL TO DATE</div> <div style="border: 1px solid black; padding: 2px;"> <div style="text-align: center;"> A. TOTAL-BLOCK 14D = B. TOTAL-BLOCK 15C = C. TOTAL-BLOCK 16C = D. BLOCK 15C + 16C = E. REIMBURSABLE F. DIRECT CITATION </div> </div> </div>	

18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED.	AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE)	DATE
19. THIS REQUEST IS ACCEPTED AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HERewith.	ACCEPTING OFFICIAL (NAME, TITLE AND SIGNATURE)	DATE

CONDITIONS/INSTRUCTIONS GOVERNING USE OF THIS FORM

This form will only be used for requesting work and/or services, contractual procurement or local purchase of material or services. This form will not be used for requisitioning material from existing Government stocks. The purchase/procurement, or requisitioning from stock, of material incident to the performance of this order, however, is permissible. (Note: Requests for standard and/or non-standard stock available within the U.S. Government will be accomplished through the use of DOD Single Line Item Requisition System Documents (DD Form 1348 and/or 1348-6, as appropriate).

SUPPLEMENTARY ITEMS:

1. Written acceptance of this order is required and will be accomplished by completing Block 19 on one copy of this order and returning it to the requiring activity cited in Block 8. Acceptance must be on a reimbursable basis and/or direct citation only.
2. Amounts authorized by this document have been reserved and/or committed by the requiring activity. Those amounts identified in Block 15 will be obligated upon receipt of the acceptance copy of this document, and those amounts identified in Block 16 will be obligated upon receipt of contracts or purchase or delivery orders awarded.
3. Amounts authorized in Block 15 are not subject to 31 USC 1517, unless specifically indicated on the face of the document. Additional funds, if required, will be requested from the activity cited in Block 8. Approval of such requests will be accomplished by the requiring activity through the issuance of an amendment to this document, appropriately reflecting the amount of additional funds being provided. The total of Block 17F constitutes a 31 USC 1517 limitation when the purchasing office or contracting activity is a separate entity not under the immediate supervision of the commanding officer issuing the request.
4. The funds authorized by the document are available for obligation by the performing activity cited in Block 10 through the dates indicated in Block 4 or 5, as appropriate. Funds not actually obligated by the performing activity by that date will be returned to the requesting activity via Status of Reimbursable Orders or similar acceptable form.
5. Extension of the work completion date cited in Block 5 of this order, if required, must be requested in writing and is subject to the approval of the requiring activity cited in Block 8. Approval of such requests will be accomplished by the requesting activity through the issuance of an amendment to this document citing the work completion date.
6. Those items identified in Block 15 as a Project Order, as indicated in Block 13A, are placed in accordance with 41 USC 23 and DOD Directive 7220.1 (Regulations Governing the Use of Project Orders). Performance of the work and/or services requested must be accomplished in accordance with these same statutes and regulations.
7. Billings will normally be submitted by the performing activity on a monthly basis unless specifically stated in Block 14.
8. Those items identified in Block 15 are placed pursuant to the Economy Act (31 U.S.C. 1535) and will be performed in accordance therewith.

APPENDIX F

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPR)

DD FORM 448

F-1. Issuance of MIPR. The preparation and use of DD Form 448 is substantially self explanatory. Information provided in the MIPRs shall be arranged in the uniform contract format to the extent feasible. The preparation and issuance of the MIPR will be accomplished by the activity's Office of the Comptroller.

F-2. Acceptance of MIPR.

a. As soon as practicable after receipt of a MIPR, the requiring activity shall formally accept the MIPR by issuing a DD Form 448-2, "Acceptance of MIPR." Entries will be typed or printed with ball-point pen. Sections (1) through (17) below correspond with the numbered blocks on the form and are provided as instructions on how to complete the DD Form 448-2.

(1) Enter address of requiring activity.

(2) Enter MIPR number.

(3) Enter amendment number if this is an amendment.

(4) Enter date MIPR was signed.

(5) Enter dollar amount from MIPR.

(6) Indicate how items will be provided.

(7) Check this box if any one of the MIPR line items is not accepted.

(8) List item numbers, quantities, prices, and total estimated prices for items provided through reimbursement.

(9) List item numbers, quantities, prices and total estimated prices for items purchased by direct citation of funds.

(10) Whenever information is placed in Block 9 for items purchased by direct citation of funds, the approximate contract award date is to be entered.

(11) Enter the total amount of funds required by the procuring department to fund the MIPR items, as accepted.

(12) If the amount in Item 5 is not in agreement with the amount in Item 11, then Item 12 needs to be completed indicating overfunding or underfunding.

(13) If the MIPR line item was not accepted as indicated in Item 7, indicate the line item number and the reason. Also, if any additional funds are required, give justification by MIPR line item.

(14) Enter address of accepting activity.

(15) Enter name and title of accepting activity official.

(16) Official signature.

(17) Enter date signed.

b. The requester will be furnished four copies (one signed) of the DD Form 448-2. Additionally, each time the MIPR is amended to adjust funding or the delivery schedule, another DD Form 448-2 shall be executed.

F-3. Notification of Inability to Obligate. On 1 August of each fiscal year, the contracting office will advise the requiring activity of any MIPRs on hand citing expiring appropriations on which they will be unable to obligate the funds prior to the funds expiration date.

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1.

PAGE 1 OF PAGES

2. FSC 3. CONTROL SYMBOL NO. 4. DATE PREPARED 5. MIPR NUMBER 6. AMEND NO.

7. TO: 8. FROM: (Agency, name, telephone number of originator)

9. ITEMS ☐ ARE ☐ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ☐ HAS ☐ HAS NOT BEEN ACCOMPLISHED.

ITEM NO. a	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.) b	QTY. c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED TOTAL PRICE f

10 SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS. 11. GRAND TOTAL

12 TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant) 13. MAIL INVOICES TO (Payment will be made by)

PAY OFFICE DODAAD

14 FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW. THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT

AUTHORIZING OFFICER (Type name and title)

16. SIGNATURE

17. DATE

[illegible]

APPENDIX G

IMPREST FUND PROCEDURES

G-1. The Imprest Fund. This cash fund of a fixed amount is established by an advance of funds to a duly appointed cashier for the purpose of making immediate cash payments of relatively small amounts for authorized supplies and nonpersonal services. The amount of the fund will be based on the estimated monthly usage of the fund. Imprest funds are established by commanders of installations or activities who have contracting authority. In addition, an alternate cashier will be appointed to act as a backup for the primary cashier. In no event shall an imprest fund cashier have access to or control of more than one imprest fund.

G-2. Application. The dollar ceiling for transactions is \$500, but may be raised to \$2,500 for overseas transactions in support of a contingency. The use of the fund must be determined to be advantageous to the government. The requiring activity must submit a request to initiate the use of the imprest fund. Each purchase using imprest funds will be based upon an authorized purchase request. (FAR 13.4)

a. The purchasing information is annotated on a purchase request document and signed by the contracting officer. A purchase requisition, SF 1165 (Receipt for Cash-Subvoucher), and the vendor's sales document may be used to support the purchase.

b. The requisition document must itemize the supplies or nonpersonal services to be purchased and indicated the estimated cost. Competition is required anytime the contracting officer does not think that the price is fair and reasonable. Rotating suppliers in the same manner as any other small purchase method should be used to the maximum extent possible.

c. Material purchases will be delivered to a designated point and the receiver shall examine the material to ascertain that the quantities and items described on the purchase request document and the supplier's sales document are in agreement. A supplier's sales document, a receipted SF 1165 (Receipt for Cash - Subvoucher), DD Form 1155 (Order for Supplies/Services), or DD Form 1348-1 (DoD Single Line Item Release/Receipt Document) may be used to record the receipt of purchases. When the vendor cannot deliver, an authorized person may be designated to pick up the supplies. In this case, an advance of funds will be drawn from the cashier, annotated on an SF 1165, and paid to the vendor. The receipt from the vendor will be returned to the imprest fund cashier with the SF 1165 signed by the vendor as having received a cash payment (FAR 13.4).

G-3. Responsibilities of the Imprest Fund Cashier. The imprest fund cashier is personally responsible for the money and accountable to the disbursing officer. The cashier is also

responsible to the contracting officer for the administrative operation of the fund. Every effort must be taken to safeguard the fund. The money should be kept in an adequate safe and securely locked. Cash is kept in an amount sufficient to meet minimum mission requirements.

a. Pending documentation of receipt of supplies, the cashier maintains an active file of purchase request documents for all fund purchases. Prior to payment, the cashier must match the purchase request document against the request for payment. Finally, the cashier certifies that the supplies were received and the price paid matches the payment request.

b. Whether the imprest fund is used for vendor delivery payment, receipt by parcel post, or payment for services, the cashier must make certain that each purchase has the required documentation. The verified SF 1165 and the properly executed sales document serves as a subvoucher which will later be used to reimburse the fund.

c. Upon presentation of an authorized document with the necessary certification of receipt for supplies or services, the cashier pays the supplier and obtains the certification of cash payment.

d. Recordkeeping for the imprest fund shall be as simple as possible consistent with the maintenance of adequate controls. A file of supplier's receipts for amounts paid and not yet certified for reimbursement and copies of paid reimbursement vouchers ordinarily will suffice for the record of the imprest fund cashier. See Imprest Fund Log, figure G-1.

e. The cashier shall be required to account for the established fund at any time by cash on hand, paid supplier's receipts, unpaid reimbursements, and interim receipts for cash.

G-4. Reimbursement of the Imprest Fund. At least monthly, the fund is reimbursed by the use of the SF 1129, Reimbursement Voucher, and supported by the cashier's subvouchers. At the close of the fiscal year, a reimbursement voucher covering all remaining subvouchers through 30 September is submitted before closing the allotment accounts for the month. When a vendor refunds cash prior to the submission of the SF 1129, the invoice must be annotated accordingly. If the refund occurs after submission of the SF 1129, the refund is submitted to the disbursing officer and the receipt is filed in the funds records.

G-5. Specific Instructions on use of the Standard Form 1165, Receipt for Cash-Subvoucher. (see figure G-2)

a. The authorized individual designated by the contracting officer to pick up materials is given a cash advance by the imprest fund cashier. The individual receiving the cash advance shall sign the "Interim Receipt for Cash" portion of Standard Form 1165, or an equivalent receipt form, when the cash is

actually received from the imprest fund cashier. Enter the date the advance is received and the amount of imprest funds received. The amount should be written in numerals. The entries should be printed with a ball-point pen.

b. A sales or receipt document should be received from the vendor to include the following:

- (1) the date of payment,
- (2) the amount paid, and
- (3) A signature and title of the supplier or his agent who received the cash payment.

c. If this is done, there is no need for the "Receipt for Cash-Subvoucher" portion of the SF 1165. However, if a sales or receipt document is not obtained, the Receipt for Cash-Subvoucher must be completed as follows:

(1) Enter the subvoucher number to designate which subvoucher it is, and the date.

(2) Next to "Received in Cash From" enter "Imprest Fund." Complete the amount of payment in both words and numerals.

(3) Individually list the supplies or services purchased with the money. Enter the appropriate quantity and cost per item in the columns as indicated. Ensure that these supplies or services and quantities are the same as those on the purchase request..

(4) Enter the complete name and address of the vendor.

(5) Sign in the block entitle "Purpose."

(6) Enter the appropriation and accounting classification for this purchase.

(7) Have the supplier (vendor) sign when you receive the goods or services and pay for them. The job title of the supplier should be entered below the signature.

(8) The requisitioner after the purchase has been made, will return any unused cash to the imprest fund cashier, along with the aforementioned sales or receipt document, at which time the imprest fund cashier shall mark the Interim Receipt for Cash "void" and return it to the requisitioner.

DOCUMENT IDENTIFIER			ROUTING IDENTIFIER				M & S	ITEM IDENTIFICATION* (NSN, FSCM/Part No., Other)																UNIT OF ISSUE	QUANTITY					DOCUMENT NUMBER															
								FSCM						PART NUMBER											REQUISITIONER																				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35											
DOCUMENT NO. (Cont.)							QUANTITY DZ CZ M	SUPPLEMENTARY ADDRESS	SIGNAL	FUND CODE	DISTRIBUTION CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DAY OF YEAR	ADVICE CODE	BLANK																													
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36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69												
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															2. MANUFACTURER'S NAME																														
3. MANUFACTURER'S CATALOG IDENTIFICATION											4. DATE (YYMMDD)											5. TECHNICAL ORDER NUMBER																							
6. TECHNICAL MANUAL NUMBER											7. NAME OF ITEM REQUESTED																																		
8. DESCRIPTION OF ITEM REQUESTED											8a. COLOR											8b. SIZE																							
9. END ITEM APPLICATION											9a. SOURCE OF SUPPLY																																		
9b. MAKE											9c. MODEL NUMBER											9d. SERIES											9e. SERIAL NUMBER												
10. REQUISITIONER (Clear text name and address)											11. REMARKS																																		

DD Form 1348-6, FEB 85 Edition of Apr 77 may be used until exhausted.
S/N 0102-LF-013-2273

DOD SINGLE LINE ITEM REQUISITION SYSTEM
DOCUMENT (MANUAL-LONG FORM)

APPENDIX H

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

H-1. General.

a. The use of functional representatives, like CORs, cannot alleviate the need for a full time contracting professional to monitor contract surveillance and manage the contract management team. The contracting officer will determine both the need for functional representatives and their duties. COR assignments and duties will be contained in a letter of appointment signed by the contracting officer. A sample of the assignment letter is at the end of this Appendix. At the time of appointment, the contracting officer must provide the COR with requisite formal training. The training should include a review of duties, authority limitations, form completion, and reporting requirements.

b. The duties and prohibitions outlined below are not intended to be all-inclusive. As situations and questions arise that are not addressed, CORs and functional representatives should consult the contracting officer to obtain advice on how to proceed.

H-2. Duties. CORs and functional representatives will typically provide assistance to the contracting officer in the following technical areas:

a. Verify that the contractor has performed the technical and management requirements of the contract in accordance with the contract terms, conditions, and specifications.

b. Perform, or cause to be performed, all necessary inspections.

c. Verify that the contractor has corrected all correctable deficiencies.

d. Perform acceptance for the government of supplies and services received.

e. Maintain liaison and direct communications with both the contractor and the contracting officer.

f. Monitor the contractor's performance, notify the contracting officer of deficiencies observed during surveillance, and recommend appropriate corrective action.

g. Submit, as required, a report concerning performances of services rendered under the contract.

h. Perform, or cause to be performed, property surveillance. This function is sometimes done by the property administrator.

H-3. Prohibitions. CORs and functional representatives are not authorized to do any of the following:

- a. Make any agreement with the contractor requiring the obligation of public funds.
- b. Encourage the contractor by words, actions, or a failure to act to undertake new work or an extension of existing work beyond the contract period.
- c. Interfere with the contractor's management prerogative by "supervising" contractor employees or otherwise directing their work efforts.
- d. Authorize a contractor to obtain property for use under a contract.
- e. Allow government property accountable under one contract to be used in the performance of another contract.

H-4. Files. As a minimum the COR's file should contain the following:

- a. A copy of the appointment letter from the contracting officer.
- b. A copy of the contract or appropriate part of the contract and all modifications.
- c. All correspondence initiated concerning performance of the contract.
- d. Record of inspections performed and their results.
- e. Memoranda for record or minutes of any pre-performance conferences, meetings, or discussions with the contractor, or others, pertaining to the contract or contract performance.

FORMAT FOR LETTER DESIGNATING A COR

(Official Letterhead)

(Office Symbol)
(Date)

SUBJECT: DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE (COR)
FOR CONTRACT XYZ

(Name and address)

1. Pursuant to the provisions of DFAR 201.6, you are hereby designated the Contracting Officer's Representative (COR) in administration of the following contract.

CONTRACT NUMBER:

FOR:

CONTRACTOR:

CONTRACT PERIOD:

2. You are authorized by this designation to take any or all action with respect to the following which could lawfully be taken by me as contracting officer, except any action specifically prohibited herein or by the terms of subject contract.

a. Verify that the contractor performs the technical requirements of the contract in accordance with the contract terms, conditions, and specifications.

b. Perform, or cause to be performed, inspections necessary in connection with 2.a. above and verify that the contractor has corrected all deficiencies. Perform acceptance for the government of services performed under this contract.

c. Maintain liaison and direct communication with the contractor. Written communications with the contractor and other documents pertaining to the contract shall be signed as "Contracting Officer's Representative" with a copy furnished to the contracting officer.

d. Monitor the contractor's performance and notify the contracting officer of deficiencies observed during surveillance. Record and report to the contracting officer incidents of faulty or nonconforming work, delays, or problems. In addition, you are required to submit a monthly report concerning performance or services rendered under this contract.

e. Coordinate site entry for contractor personnel and ensure that any government-furnished property is available when required.

3. You must adhere to the following limitations:

a. You are not empowered to award, agree to, or sign any contract (including delivery orders) or modifications thereto, or in any way to obligate the payment of money by the government.

b. You may not take any action that may impact on the contract or delivery order schedules, funds, or scope. You may not make any contractual agreements, commitments, or modifications that involve prices, quantities, quality, or delivery schedules. These shall be made only by the contracting officer.

4. This designation as a COR shall remain in effect through the life of the contract, unless sooner revoked or terminated by the contracting officer. Such termination of the designation shall be in writing. If your designation is revoked for any reason before completion of this contract, turn your records over to the successor COR or obtain disposition instructions from the contracting officer. If you are reassigned or separate from service, you shall request termination and relief of your duties from the contracting officer sufficiently in advance of reassignment or separation to permit timely selection, training, and designation of a successor COR. You may not redelegate your COR authority.

5. You are further required to maintain adequate records to sufficiently describe the performance of your duties as a COR during the life of this contract and to distribute such records as applicable. As a minimum, the COR file shall contain the following:

a. A copy of the appointment letter from the contracting officer.

b. A copy of the contract or appropriate part of the contract and all modifications.

c. All correspondence initiated concerning performance of the contract.

d. Record of inspections performed and their results.

e. Memoranda for record or minutes of any pre-performance conferences, meetings or discussions with the contractor, or others, pertaining to the contract or contract performance.

6. All personnel engaged in contracting and related activities shall conduct business dealings with industry in a manner above reproach in every aspect and shall protect the U.S. Government's interest, as well as maintain its reputation for fair and equal

dealings with all contractors. DoDD 5500.7-R sets forth applicable standards of conduct for all personnel directly and indirectly involved in contracting.

7. Any COR who may have direct or indirect financial interests that would place him or her in a position where there is a conflict between their private interests and the public interests of the United States shall advise their supervisors and the contracting officer of the conflict so that appropriate actions may be taken. A COR should avoid the appearance of such conflict to maintain public confidence in the U.S. Government's conduct of business with the private sector.

8. You are required to acknowledge receipt of this appointment on the original copy and return it to the contracting officer for retention in the contract file. The duplicate copy should be retained for your file.

Signature
(Contracting Officer)

Receipt of this appointment is hereby acknowledged:

Name (print/type)

Signature

Title

Date

Rank/Grade

Telephone

APPENDIX I
PURCHASE ORDER-INVOICE-VOUCHER
STANDARD FORM 44

I-1. General.

a. The Standard Form 44 is a pocket-size purchase order form designed for on-the-spot, over the counter purchases of supplies and services while away from the purchasing office or at isolated activities. It is a multi-purpose form that can be used as a purchase order, receiving report, invoice, and/or public voucher. Since the SF 44 does not contain any of the general clauses or provisions normally found on purchase orders, it will be used only when another purchase method is not available.

b. Past history indicates widespread use of the SF 44 since it may be used up to \$25,000 (or higher levels if authorized). Problems arise in its use when vendors are unwilling to accept the document as a valid claim against the Government and desire payment immediately. Under these circumstances, the imprest fund is a more desirable method if the dollar limitations are not exceeded. The SF 44 is a good method of conducting business if the local populace will accept it since the purchasing clerks can be sent into the field with a minimum of documentation to carry and they are extremely simple to complete. Whenever the procurement extends beyond merely handing over a purchase form and accepting the goods on the spot, the DD 1155 is the preferred method.

I-2. Conditions for Use. The SF 44 may be used only if all of the following conditions exist:

a. The purchase is not in excess of the contingency small purchase threshold as declared by the Secretary of Defense. The use of the SF 44 for overseas transactions by warranted contracting officers in support of contingencies declared by the Secretary of Defense raises the \$2,500 limit to \$100,000.

b. The supplies or services are immediately available from contractor's stocks in the local trade area or are readily obtainable from establishments in the local trade area regularly performing services of the type required.

c. One delivery and one payment will be made.

d. Supplies or services purchased do not require technical inspection.

e. The use of the SF 44 is determined to be more economical and efficient than use of any other small purchase method.

f. The applicable decision of exception and necessary documentation have been made prior to procurement of a foreign made item.

I-3. Preparation and Execution. An authorized ordering employee shall prepare the Purchase Order-Invoice-Voucher (SF 44) in quadruplicate at the time of the purchase. Although the title of the form includes the words "Purchase Order", an SF 44 shall not be executed prior to delivery or performance by the contractor. Notwithstanding the instructions printed on the inside cover of each book of forms, the ordering employee will make appropriate entries in the common blocks and columns on all four (4) copies of the SF 44.

I-4. Distribution. Upon completion of the purchase on the SF 44, distribution shall be as follows:

a. Copies 3 and 4 shall be returned promptly by the ordering employee to the ordering activity.

b. Copies 1 and 2 shall be given to the contractor at time of purchase. Contractors should be instructed to submit copy 1 as an invoice (with or without a commercial invoice) to the disbursing activity indicated in the block entitled "Agency Name and Billing Address".

c. Copy 4 shall be forwarded to the appropriate fiscal office for recording of obligations.

I-5. Accountability and Safeguarding of the SF 44. Each activity maintaining books of SF 44s shall establish adequate control procedures to ensure that the SF 44 is used only by ordering employees of the activity. The ordering employees authorized to use the SF 44 shall be designated in writing by the supply officer or the commanding officer of the activity, as appropriate.

I-6. Reports of Purchases Made on the SF 44. Contracting activities shall report the number and dollar value of purchases made on the SF 44 on the Monthly Procurement Summary of Actions under \$25,000 by the Purchasing Office.

APPENDIX J

ORDER FOR SUPPLIES OR SERVICES

DD FORM 1155

J-1. Purchase Orders. Purchase orders (FAR 13.5) are self-contained, one-time contracts which typically result in one delivery and one payment. Use of the DD Form 1155 is authorized for purchases not to exceed the simplified acquisition monetary threshold.

J-2. Delivery Orders. Delivery orders (FAR 16.501) are orders for supplies or services placed against an established indefinite delivery contract. There are three types of indefinite delivery contracts: definite-quantity, requirements, and indefinite-quantity.

J-3. Clauses. To protect the interests of the government, unilateral purchase orders should incorporate by reference those applicable clauses listed at DFARS 213.507(a)(i). Use of Alternative I to subparagraph (h) of the Disputes Clause at FAR 52.233-1 is recommended. For those purchase orders requiring the contractor's written acceptance, the clauses at DFARS 213.506(a)(ii) shall be included. Because delivery orders are written against a contract, the terms and conditions of the contract apply to any delivery orders issued.

J-4. Use of DD Form 1155. Vendors are solicited orally or in writing. The DD Form 1155, Order for Supplies or Services, is filled in with appropriate information concerning shipping, prompt payment discounts, financial data, vendor, quantities, price, and additional data. The form is then mailed, hand carried, or picked up by the vendor, who will either perform the order or sign the back and return it, thereby promising to perform the order. When the item requested has been received or the service requested has been performed, the bottom of the front page may be used as a receiving report for the government.

J-5. Modification of Purchase Orders. The SF 30, Amendment of Solicitation/Modification of Contract, is used to modify DD Form 1155 purchase orders. If the contract is bilateral, both parties must agree to the modification unless it falls within the Changes Clause. In addition, a unilateral contract may be changed to a bilateral contract by using the SF 30. Since DD Form 1155 is unilateral (acceptance by performance) a signature is recommended though not mandatory.

J-6. Unilateral or Bilateral Action.

a. A unilateral agreement is defined as a promise in return for performance (service or supply), while a bilateral contract is defined as a promise in return for a promise. Most DD Form 1155

actions are unilateral; that is, the government simply sends the vendor the form which authorizes immediate performance. Once the vendor has performed, the government is obligated to pay. The vendor is under no duty to perform, since the government's DD Form 1155 is merely an offer which he may accept by performance or refuse to accept by failing to perform. If the vendor fails to deliver, no contract has been breached nor defaulted since no contract existed.

b. Once the vendor has signed the acceptance and mailed it to the contracting officer, a bilateral contract exists and the government has the right under the Termination for Default Clause to terminate the contract if the contractor fails to perform according to its terms and to charge the defaulted contractor with the excess costs of repurchasing the requirement.

c. The form is used as a bilateral contract when there is a relatively long lead-time, when a more complete contract calls for a greater amount of contract administration, or when previous experience with a supplier indicates the desirability of possessing greater leverage through the Termination for Default Clause.

J-7. Withdrawal of Purchase Orders. Unilateral purchase orders include provisions to allow termination for convenience or default.

a. A notice of withdrawal should be in writing with a request for written acknowledgment by the contractor. Once the contractor has begun performance on an order, the government has lost its absolute right to withdraw without cost or liability.

b. If it becomes necessary to terminate such a purchase order, the contractor should be asked to agree to the cancellation of the order without cost or liability. If the contractor refuses to agree to a no-cost settlement, the case is referred to the legal office and action is withheld pending advice from legal counsel.

c. If the contractor has incurred costs in reliance on the purchase order, an agreement will be negotiated to reimburse him for those costs.

J-8. Preparation of Purchase Order - DD Form 1155.

a. **General.** When preparing a purchase order, DD Form 1155, be sure to check "PURCHASE" box in block 16. This distinguishes the form as a purchase order vice delivery order. All dates shall be expressed by the last two digits of the calendar year, the three letter month abbreviation, and a two digit number for the day, e.g., 95 JAN 10. All applicable block and spaces should be completed with the required data.

b. **DD Form 1155 Block by Block Instructions.**

(1) BLOCK 1 - Contract/Purchase Order Number. This is a sixteen digit number call a Procurement Instrument Identification Number (PIIN). The PIIN is constructed as follows:

(a) First position is an "N" for Navy or "M" for Marine Corps.

(b) Second through sixth positions are for the unit identification code (UIC) established in the NAVCOMPT Manual, Volume 2, Chapter 4.

(c) Seventh position is a hyphen (-).

(d) Eighth and ninth positions are for the fiscal year the order is placed.

(e) Tenth position is a hyphen (-).

(f) Eleventh position is for the type of order that is being issued.

(g) Twelfth position is a hyphen(-).

(h) Thirteenth through sixteenth positions are for the serial number of the purchase order. Serial numbers begin with 0001 at the start of each fiscal year and continue to 9999. If needed, numbering continues as A001 through A999, B001 through B999, etc. Do not use the letters "I" or "O".

EXAMPLE: N21032-9S-M-0012

(i) To log the purchase orders, use the Open Purchase Log.

(2) BLOCK 2 - Delivery Order Number. If DD Form is used as a purchase order, leave blank.

(3) BLOCK 3 - Date of Order. Enter the date of the order. The date is written using the last two digits of the calendar year, followed by the three letter abbreviation of the month, and a two digit number of the day e.g., 95 JAN 10.

(4) BLOCK 4 - Requisition/Purchase Request Number. Enter the applicable purchase requisition number which authorized the purchase. If there is more than one requisition, annotate the block with "See Schedule" and list each requisition number in the schedule under the description for each line item.

(5) BLOCK 5 - As applicable.

(6) BLOCK 6 - Issued By. Enter the activity's name and address and ZLP code of the issuing office. In the Code Block enter the activity's UIC.

(7) BLOCK 7 - See BLOCK 6.

(8) BLOCK 8 - Delivery FOB. Indicate the FOB point by checking the applicable box.

(9) BLOCK 9 - Contractor/Quoter

(a) Contractor's name and address. Enter the full name and address of the contractor. Verify with the contractor that the name and address you intend to enter in block 9 is exactly the same as that which will appear on the invoice. This entry must be correct for the contractor to be paid.

(b) Contractor code/facility code. Leave blank.

(10) BLOCK 10 - Delivery to FOB Point By.

(a) If there is a single date for delivery, enter the specific calendar date, e.g. for March 21, 1995, enter 95 MAR 21.

(b) If there are multiple delivery dates, enter "See schedule" and list the dates on a SF 36, Continuation Sheet or an OF 336 Optional Sheet.

(c) If the order is for services, enter the start and stop dates during which the service(s) are to be performed, e.g., 95 JUN 03 through 95 SEP 30.

(11) BLOCK 11 - Small Business. Check the appropriate box, if applicable.

(12) BLOCK 12 - Discount Terms. Enter discounts offered by the contractor for prompt payment. For example, if the contractor's terms are "3/10 net 30" which means 3% discount if paid within 10 days or the entire amount is due in 30 days, you enter "3% 10 days; Net 30 days".

(13) BLOCK 13 - Mail Invoices To. Enter the reference block number containing the appropriate address, e.g. "See BLOCK xx" (xx can be 6, 14, or 15). If the appropriate address is not contained in a block, enter "See Schedule" and put the appropriate address on OF 336, Continuation Sheet.

(14) BLOCK 14 - Ship To.

(a) If there is a single receiving point for the delivery, enter the name, address, and UIC (in Code box).

(b) If there are multiple receiving points, enter "See Schedule" and list all receiving points on the SF 36/OF 336 Continuation Sheet.

(15) BLOCK 15 - Payment Will Be Made By. Enter the UIC and cite the complete name and address of the paying office.

(16) BLOCK 16 - Type of Order.

(a) Enter "X" in applicable block, purchase or delivery.

(b) Following "Reference your" enter type of quotation, e.g., oral, letter or TWX on which the order is based.

(c) If the purchase order is to be bilateral by contractor acceptance, check the lower left box and indicate the number of copies to be returned.

(17) BLOCK 17 - Accounting and Appropriation Data. _Every line of accounting and appropriation data must have an Accounting Classification Reference Number (ACRN) prefix.

(a) If there is a single accounting classification line item, enter AA for the ACRN in the item number column.

(b) If there are multiple line items and appropriation data, at the end of the item number descriptions, cite the multiple lines of accounting applicable to the line item, ensuring that the line item numbers and dollar values agree with the data on the order.

(c) If transportation is not FOB destination and prepay and add procedures are used, the appropriated TAC must be entered in the lower half of BLOCK 14.

Appropriations TAC

APN	(17*1506)	N837
WPN	(17*1507)	N839
SCN	(17*1611)	N844
OPN	(17*1810)	N846
O&MN	(17*1804)	N867
O&MNR	(17*1806)	N888

*Note: Last digit of fiscal year in which funds are available.

Note: A TAC is not necessary when the procurement appropriation cited is other than the above (e.g. prepay and add purchases supported with NIF or Stock Funds).

(18) BLOCK 18 - Item Number. Number consecutively using four digits, e.g., 0001, 0002, etc.

(19) BLOCK 19 - Schedule of Supplies/ Services.

(a) First line. Enter part number, if applicable.

(b) Enter the noun name of the item followed by the remainder of the item's description in plain English, kind of material (i.e., type, grade, etc.), end use, etc.

(c) If multiple line items are ordered and different accounting classifications used, list the ACRN, requisitions, and cost codes for the items below each description.

(d) Information which will not fit in BLOCK 19, such as long purchase descriptions, clauses, etc. should be put on SF 36/OF 336 Continuation Sheet, or on a piece of plain bond paper.

(20) BLOCK 20 - Quantity Order/Accepted. Enter total quantity for each line item. If applicable, enter breakdown on quantities going to different Ship To points.

(21) BLOCK 21 - Unit. Enter the unit of issue for each line item.

(22) BLOCK 22 - Unit Price. Enter the unit price for a single unit of each line item.

(23) BLOCK 23 - Amount. Enter the total dollar amount for each line item (quantity multiplied by the unit price).

(24) BLOCK 24 - Contracting Officer. Type in the name of the contracting officer. The contracting officer signs in this block.

NOTE: No one can sign "For" or "By Direction" for a contracting officer.

(25) BLOCK 25 - Total. Enter the total dollar amount for all items in BLOCK 23. If the price is on an FOB "OTHER" basis (BLOCK 11) where prepay and add procedures are used, enter the works "PLUS TRANS" above the amount in BLOCK 25.

(26) BLOCKS 26 Through 42 - Reserved for receiving and payment offices.

J-9. Distribution. A system must be developed and maintained to control the distribution of purchase orders. The supplier must receive his copy in order to ship and to invoice properly; the receiving department storekeeper must have a copy to verify the order received; and the paying office must have the original purchase order signed by the contracting officer in order to pay the invoice. Three files are the basis of the system: (1) the Purchase Documentation File (PDF), (2) the Materials Outstanding File (MOF), and (3) the Purchase Payment File (PPF).

a. Distribution Prior to Receipt of Material.

(1) Original-----> PPF

(2) Signed Copy ---> Supplier

(3) Copy -----> MOF

(4) Copy -----> PDF

b. Material Receipt. Only an individual designated in writing can receipt for material. The individual designated for the receipt of materials must be other than the requisitioner or the contracting officer.

(1) Obtain the three following documents:

- (a) Original DD Form 1155 from PPF;
- (b) DD Form 1155 copy from PDF; and
- (c) DD Form 1155 copy from MOF.

(2) Inspect. Inspect delivery for the quality and quantity as specified by the contract.

(3) Date/sign. If the quantity is correct, circle the quantity on the DD 1155, original and each copy. Date and sign in BLOCK 26, on each copy.

(4) Mark DD 1155. On the DD 1155 MOF copy, stamp (type) the following information:

- (a) date material received;
- (b) date dealer's invoice received;
- (c) number of dealer's invoices;
- (d) date forwarded for payment; and,
- (e) paying activity.

(5) Receipt Processing Timeframes. Submit the invoices to the paying office within five working days. Payments are due to the contractor within 30 days following receipt of the supplies or services as outlined in the Prompt Payment Act unless specified differently in the contract.

c. Distribution after receipt of material/services.

- (1) MCF copy and copy of dealer's invoice--->MCF
- (2) PDF copy and copy of dealer's invoice--->PDF

(3) Original DD 1155 and original and 3 copies of dealer's invoice---->Paying Office

d. Avoid duplicate payments. Process dealer's invoices for payment only if the material/services have been received and accepted. Return improper or incorrect invoices to the dealer by cover letter requesting proper billing. Proper invoices include:

- (1) Invoice date;
- (2) Contractor's name;
- (3) Contract/order number;
- (4) Contract line item number;
- (5) Contract description of the items or services;
- (6) Quantity;
- (7) Contract unit of measure;
- (8) Unit price;
- (9) Extended total;
- (10) Shipment number and date of shipment;
- (11) Bill of lading number (if shipped on Government bills of lading);
- (12) Weight of shipment (if shipped on Government bills of lading);
- (13) Name and address where payment is to be sent (this must be the same as the name and address on the purchase order);
- (14) Contact person (where practicable), title, telephone number, and mailing address (in event of an incorrect invoice);
- (15) Any other information required by the order/contract.

The invoice shall be prepared and submitted in quadruplicate. One copy shall be marked "ORIGINAL."

J-10. Use of DD 1155 as a Delivery Order. An indefinite delivery type contract is one for supplies and services to be delivered as needed and required by individual orders. The DD 1155 is used as a delivery order against indefinite delivery type contracts. A requirements contract specifies all the terms and conditions of a regular contract but does not specify exact quantities of supplies or services required. Additionally, a requirements contract does not obligate dollars until a delivery order is issued. As exact requirements become known, a DD Form 1155 is sent to the supplier and this initiates the delivery of the supplies or services specified in the delivery order, subject to the terms and conditions of the existing requirements contract. A requirements contract obligates the government to buy all of its requirements from the contractor. Delivery orders may be terminated, modified, or changed in accordance with the terms and conditions of the

requirements contract. When used as a delivery order, the DD Form 1155 does not have a dollar limitation.

J-11. Preparation of Delivery Order.

a. DD Form 1155s shall be completed as follows (only the exceptions to the normal purchase order (DD 1155) preparation are covered here):

(1) BLOCK 1 - Enter the contract number from the contract.

(2) BLOCK 2 - Enter the next delivery order number from the delivery order number log. The delivery order number consists of the activity's UIC and a four digit serial number separated by a hyphen, e.g., 05504-0001.

(a) Serial numbers begin with 0001 and progress through 9999.

(b) At the beginning of each fiscal year, restart the serial numbers at 0001.

(3) BLOCK 16 - Place an "X" in delivery box vice purchase box.

(4) BLOCKS 18 THROUGH 23 - Enter data denoting item numbers.

b. Delivery Order Documentation Distribution. All documents are distributed the same as for DD Form 1155 purchase order.

J-12. Payment Procedures.

a. Fixed Price Invoicing. The supplier can either:

(1) Submit an individual invoice with the receipted copy of the delivery ticket, or

(2) Submit a consolidated summarized bi-monthly invoice with receipted copies of each delivery ticket for the period covered. The consolidated invoice is generally used if there are numerous oral orders. The summarized bi-monthly invoice may be submitted for payment covering all oral orders made during the previous two working weeks. The summarized invoice shall be accompanied with a receipted copy of each delivery ticket along with the confirming DD 1155.

b. Imprest Fund Payment. Verbal orders may be paid from imprest funds providing:

(1) Payment does not exceed the established monetary limit;

(2) The base contract monetary limitation, price, discount, and place of delivery provisions apply to the order;

(3) The base contract contains a clause providing for cash payment from the imprest fund;

(4) The contractor agrees to accept cash payment.

J-13. Purchases Under Blanket Purchase Agreements.

a. General. A blanket purchase agreement (BPA) is a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply. BPAs are designed to reduce administrative costs in accomplishing smaller purchases by eliminating the need for issuing individual purchase documents.

b. BPA Call Limitations. Only persons expressly authorized by the contracting officer who issued the BPA, may within their dollar limitation, place calls against a BPA. Individual calls may not exceed \$25,000 except that calls for subsistence (food) are unlimited as to dollar value.

c. Requirements Screening Prior to Placement of Calls. Procurement by the BPA method does not eliminate the necessity for screening of requirements against availability from regular supply channels. Therefore, prior to placing calls against the BPA each requirement shall be screened for availability from stock and for procurement from other mandatory sources of supply.

d. Placement of BPA Calls. BPA calls will normally be placed by telephone. Written calls can be made on the DD Form 1155.

e. Documentation of BPA Calls. Each BPA call shall be documented on the purchase request (requisition) or on a work abstract sheet. The documentation must include the following:

- (1) BPA number;
- (2) call number,
- (3) date of call;
- (4) date or required delivery;
- (5) accounting and appropriation data;
- (6) quantity;
- (7) unit, extended, and total price of call; and
- (8) signature of person placing call.

f. Distribution Calls. The annotated procurement request, abstract or worksheet, shall be distributed as follows:

(1) The original including all documentation shall be retained in the BPA file except for Fast Pay calls.

(2) A copy shall be forwarded to the fiscal office.

(3) A copy shall be forwarded to the receipt control branch promptly after completion of the call to the contractor.

g. Receipt of Material. When delivery is made or services are performed, the contractor's sales document, delivery ticket, or invoice (if it reflects the essential elements)

h. Numbering. BPA calls shall be identified by a four position numeric call number beginning with 0001 through 9999.

i. BPA Log. All calls shall be recorded on the BPA log per vendor.

Purchase Order Log

NO5504
UIC

**89
FY**

Mor V
Type

[illegible]

ORDER FOR SUPPLIES OR SERVICES

(Contractor must submit four copies of invoice.)

Form Approved
OMB No. 0704-0187
Expires Aug 31, 1992

PAGE 1 OF

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0187), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send your completed form to the procurement official identified in item 6.

1. CONTRACT / PURCH ORDER NO.		2. DELIVERY ORDER NO.		3. DATE OF ORDER		4. REQUISITION / PURCH REQUEST NO.		5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1	
6. ISSUED BY CODE		7. ADMINISTERED BY (If other than 6) CODE		8. DELIVERY FOB <input type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)		9. CONTRACTOR CODE		10. DELIVER TO FOB POINT BY (Date)	
NAME AND ADDRESS		FACILITY CODE		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS		13. MAIL INVOICES TO	
14. SHIP TO CODE		15. PAYMENT WILL BE MADE BY CODE		MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER		16. DELIVERY PURCHASE		This delivery order is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.	
18. TYPE OF ORDER		19. SCHEDULE OF SUPPLIES / SERVICE		20. QUANTITY ORDERED / ACCEPTED *		21. UNIT		22. UNIT PRICE	
23. AMOUNT		24. UNITED STATES OF AMERICA		25. TOTAL		26. DIFFERENCES		27. INITIALS	
28. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		29. CONTRACTING / ORDERING OFFICER		30. D.O. VOUCHER NO.		31. PAID BY		32. AMOUNT VERIFIED CORRECT FOR	
33. DATE		34. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		35. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		36. CHECK NUMBER		37. BILL OF LADING NO.	
38. I certify this account is correct and proper for payment.		39. DATE		40. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.	
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER	
42. S/R VOUCHER NO.		43. S/R ACCOUNT NUMBER		44. S/R VOUCHER NO.		45. S/R VOUCHER NO.		46. S/R VOUCHER NO.	

Sample--Administrative Modification

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGE
1. AMENDMENT/MODIFICATION NO.	2. EFFECTIVE DATE	3. ACQUISITION/PURCHASE REQ. NO.	4. PROJECT NO. (If applicable)		
P00001	89JUN06	N66432-8341-3210			
5. ISSUED BY	6. CODE	7. ADMINISTERED BY (If other than Item 5)	8. CODE		
	V03366				

Contracting Officer
USS AMERICA (CV66)
Washington, DC 20001

9. NAME AND ADDRESS OF CONTRACTOR (Name, street, county, State and ZIP Code)		10. 9A. AMENDMENT OF SOLICITATION NO.
XYZ Company 4321 Zero Street Washington, DC 20003		
		10. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		V03366-89-M-4321
		10B. DATED (SEE ITEM 11)
		89MAY13
11. CODE 13480	12. FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

14. A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.	<input type="checkbox"/>
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in pricing office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.102(c).	<input checked="" type="checkbox"/>
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:	
D. OTHER (Specify type of modification and authority)	

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

15. DESCRIPTION OF AMENDMENT/MODIFICATION (Summarized by UCF action headings, including action taken on block matter where feasible.)

The appropriation symbol and subhead in Block 17 of subject purchase order is hereby changed: From: 1781804.2910
To: 1791804.2910

16A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		C. P. Hennigan	
16B. CONTRACTOR/OFFEROR	16C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	89JUN06

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and is full force and effect.

Sample--Supplemental Agreement

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00002		3. EFFECTIVE DATE 89JUN08		4. REQUISITION/PURCHASE REQ. NO. 03343/8322/6001		5. PROJECT NO. (if applicable)	
6. ISSUED BY Contracting Officer USS CORAL SEA (CV43) FPO New York, NY 09550-2720		CODE 01141		7. ADMINISTERED BY (if other than item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) XYZ Company 4321 Zero Street Washington, DC 20003				9. AMENDMENT OF SOLICITATION NO.			
				9a. DATED (SEE ITEM 11)			
				10a. MODIFICATION OF CONTRACT/ORDER NO. NOQ001-89-H-4321			
				10b. DATED (SEE ITEM 11) 15 Dec 89			
CODE 13480		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (if required) 1791804.2910 000 12345 0 000168 20 000000 157864GH901							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
14. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10a. B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in pricing office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF PAR 42.103(9). C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: X 10 U.S.C. 2304(g) D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>2</u> copies to the issuing office.							
15. DESCRIPTION OF AMENDMENT/MODIFICATION (Reviewed by UCF median heading, including solicitation/contract subject matter where feasible.) Due to an increase in the need for lighting fixtures this purchase order is being changed as follows: The unit quantity of Item 1 is increased: By: 5 ea., From 10 ea.; To: 15 ea. The unit price remains the same. The total order amount is increased: By: \$114, From: \$228.00; To: \$342.00.							
Continued on Page 2 . . .							
EXCEPT AS PROVIDED HEREIN, ALL TERMS AND CONDITIONS OF THE DOCUMENT REFERENCED IN ITEM 9A OR 10A, AS HERETOFORE CHANGED, REMAINS UNCHANGED AND IN FULL FORCE AND EFFECT.							
16a. NAME AND TITLE OF SIGNER (Type or print) Joseph Smith, President, XYZ Co.				16b. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) SKC M. J. Half			
17a. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		17c. DATE SIGNED		17b. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)		17d. DATE SIGNED 10 Jun 89	

Sample--Change Order

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES
1. AMENDMENT/MODIFICATION NO. P00001		2. EFFECTIVE DATE 89APR02		3. ACQUISITION/PURCHASE REQ. NO. V0334 1-8086-1234	
4. ISSUED BY Supply Officer USS MIDWAY (CV41) FPO San Francisco, CA 96631-2710		5. CODE V03341		6. PROJECT NO. (if applicable)	
		7. ADMINISTERED BY (if other than item 4)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Timely Delivery Co., 123 Speedy Road Long Beach, CA 89903				9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
				10A. MODIFICATION OF CONTRACT/ORDER NO. V03341-89-M-5432	
				10B. DATED (SEE ITEM 13) 88NOV23	
CODE		FACILITY CODE			
11 THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specifying for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning _____ copies of the amendment. (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the closing hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (if required)					
ACR AA: 1791804.502G 000 57011 0 660951 2D 000000 0272182GE10				Net Increase \$10.00	
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
14. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority. The changes set forth in item 15 are made in the contract order no. in item 18A. This unilateral modification is issued pursuant to telcon of 30 March 1989. It modifies the above numbered order as set forth in Block 14. B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in pricing office, appropriation doc. no.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(h). C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office. 15. DESCRIPTION OF AMENDMENT/MODIFICATION (Specified by UCF action heading, including action taken/contract to be/last matter where feasible.) Confirming telcon of 30 MAR 89 between L. Blanton [USS CORWAY] and J. Dykes [Timely Delivery Co.], the above numbered order, is modified as follows:					
1. Part No. for Item 0001 is changed from WZX12 to WZX13. 2. Unit price of Item 0001 is changed from \$2.00 to \$3.00. Extended price of Item 0001 is changed from \$20.00 to \$30.00. 3. As a result of the above, the total amount of the order shown in Blocks 17 and 25 is changed from \$20.00 to \$30.00.					
Except as provided herein, all terms and conditions of the document referenced in item 9A or 18A, as heretofore changed, remain unchanged and in full force and effect.					
16. NAME AND TITLE OF SIGNER (Type or print)			17A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
			W. A. McDowell		
18. CONTRACTOR/OFFEROR		19. DATE SIGNED		19B. UNITED STATES OF AMERICA	
(Signature of person authorized to sign)				BY (Signature of Contracting Officer)	
				89APR02	

*** Block 2 - DD 1155**

Contract No. N00228-88-D

[illegible]

ORDER FOR SUPPLIES OR SERVICES				Form Approved OMB No. 0704-0187 Expires Jul 31, 1989		PAGE 1 OF 3													
1. CONTRACT / PURCH ORDER NO. N000282-88-D-0012		2. DELIVERY ORDER NO. 20132-0001		3. DATE OF ORDER 5 DEC 88		4. REQUISITION / PURCH REQUEST NO. 20132/8306/0001													
5. ISSUED BY USS DIXON (AS-37) FPO SAN FRANCISCO 96648-2605		7. ADMINISTERED BY (if Government) USS DIXON (AS-37) FPO SAN FRANCISCO 96648-2605		8. DELIVERY FOS <input checked="" type="checkbox"/> BEST <input type="checkbox"/> OTHER <small>(See Schedule of contract)</small>		9. CERTIFIED FOR NATIONAL DEFENSE UNDER DARS REG 1 NO													
9. CONTRACTOR Kimberely - Clark Corporation 2100 Winchester Road Neenah, WI 54956-0058		10. DELIVER TO FOS POINT BY (Date) 5 JAN 89		11. MAKE IF BUSINESS IS <input checked="" type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		12. DISCOUNT TERMS 2% 30 Days													
13. NAME AND ADDRESS Kimberely - Clark Corporation 2100 Winchester Road Neenah, WI 54956-0058		14. FACILITY CODE		15. MARK INVOICES TO See Block 6		16. MAKE ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER													
17. SHIP TO Commanding Officer USS DIXON (AS-37) 20132/8306/0001 FPO San Francisco 96648-2605		18. PAYMENT WILL BE MADE BY UIC N68688		19. MAKE ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER		20. MAKE ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER													
<div style="display: flex; justify-content: space-between;"> <div> <p>21. DELIVERY <input checked="" type="checkbox"/> <small>This delivery order is issued on another Government agency or in accordance with one subject to terms and conditions of above numbered contract.</small></p> <p>22. PURCHASE <input type="checkbox"/> <small>Reference your</small></p> </div> <div> <p><small>Acceptance: THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.</small></p> </div> </div>																			
<div style="display: flex; justify-content: space-between;"> <div>NAME OF CONTRACTOR</div> <div>SIGNATURE</div> <div>TYPED NAME AND TITLE</div> <div>DATE SIGNED</div> </div> <p><small>If this box is marked, contractor must sign acceptance and return the following number of copies:</small></p>																			
23. ACCOUNTING AND APPROPRIATION DATA / LOCAL USE 1791804.702D 000 53824 B 60957 2D R20132 R20132050606																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">24. ITEM NO.</th> <th style="width: 50%;">25. SCHEDULE OF SUPPLIES / SERVICE</th> <th style="width: 10%;">26. QUANTITY ORDERED / ACCEPTED</th> <th style="width: 10%;">27. UNIT</th> <th style="width: 10%;">28. UNIT PRICE</th> <th style="width: 10%;">29. AMOUNT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0019</td> <td>Paper Towels, single roll 55850 HI DRI TOWELS 2 PLY</td> <td style="text-align: center;">100</td> <td style="text-align: center;">RL</td> <td style="text-align: right;">\$ 0.71</td> <td style="text-align: right;">\$ 71.00</td> </tr> </tbody> </table>								24. ITEM NO.	25. SCHEDULE OF SUPPLIES / SERVICE	26. QUANTITY ORDERED / ACCEPTED	27. UNIT	28. UNIT PRICE	29. AMOUNT	0019	Paper Towels, single roll 55850 HI DRI TOWELS 2 PLY	100	RL	\$ 0.71	\$ 71.00
24. ITEM NO.	25. SCHEDULE OF SUPPLIES / SERVICE	26. QUANTITY ORDERED / ACCEPTED	27. UNIT	28. UNIT PRICE	29. AMOUNT														
0019	Paper Towels, single roll 55850 HI DRI TOWELS 2 PLY	100	RL	\$ 0.71	\$ 71.00														
<small>* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and enclose</small>		30. UNITED STATES OF AMERICA D.A. CAPIZZI, CDR, SC, USN <small>CONTRACTING / ORDERING OFFICER</small>			31. TOTAL \$ 71.00														
32. QUANTITY IN COLUMN 26 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		33. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			34. B.S. VOUCHER NO.														
DATE _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE _____		35. PAID BY			36. AMOUNT VERIFIED CORRECT FOR														
37. I certify this account is correct and proper for payment.		38. COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			39. CHECK NUMBER														
DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____		40. DATE RECEIVED			41. BILL OF LADING NO														
37. RECEIVED AT		38. RECEIVED BY			42. B.S. VOUCHER NO														

BPA Call Log Vendor_____

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ORDER FOR SUPPLIES OR SERVICES				Form Approved OMB No 0701-0187 Expires Jul 31, 1989		PAGE 1 OF	
1 CONTRACT / PURCH ORDER NO		2 DELIVERY ORDER NO		3 DATE OF ORDER		4 ACQUISITION / PURCH REQUEST NO	
5 ISSUED BY		6 ADMINISTERED BY (if other than 5)		7 DELIVERY FOR		8 DELIVERY FOR	
9 CONTRACTOR		10 DELIVER TO FOR POST BY (date)		11 MAKE IF BUSINESS IS		12 DISCOUNT TERMS	
13 NAME AND ADDRESS		14 MAIL INVOICES TO		15 PAYMENT WILL BE MADE BY		16 MAKE ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER	
17 ACCOUNTING AND APPROPRIATION DATA / LOCAL USE		18 NAME OF CONTRACTOR		19 SIGNATURE		20 TYPED NAME AND TITLE	
21 DATE SIGNED		22 IF THIS BOX IS INITIALED, SUBMITTER MUST SIGN AND RETURN THE FOLLOWING NUMBER OF COPIES		23 THIS DELIVERY ORDER IS ISSUED ON ANOTHER GOVERNMENT ORDER OR IN ACCORDANCE WITH AND SUBJECT TO TERMS AND CONDITIONS OF ABOVE NUMBERED CONTRACT		24 REFERENCE YOUR	
25 ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.		26 DELIVERY		27 PURCHASE		28 THROUGH THE FOLLOWING OR TERMS LISTED HEREIN	
29 ITEM NO		30 SCHEDULE OF SUPPLIES / SERVICE		31 QUANTITY ORDERED - ACCEPTED		32 UNIT PRICE	
33 UNIT		34 AMOUNT		35 TOTAL		36 DIFFERENCES	
37 QUANTITY IN COLUMN 30 HAS BEEN		38 UNITED STATES OF AMERICA		39 BY		40 CONTRACTING / ORDERING OFFICER	
41 INSPECTED		42 RECEIVED		43 ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		44 DATE	
45 SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		46 PARTIAL		47 COMPLETE		48 FULL	
49 I certify this account is correct and proper for payment		50 DATE		51 SIGNATURE AND TITLE OF CERTIFYING OFFICER		52 B.O. VOUCHER NO.	
53 RECEIVED BY		54 RECEIVED BY		55 RECEIVED BY		56 RECEIVED BY	
57 RECEIVED BY		58 RECEIVED BY		59 RECEIVED BY		60 RECEIVED BY	

APPENDIX K
AMENDMENT OF SOLICITATION/
MODIFICATION OF CONTRACT

STANDARD FORM 30

K-1. Procedures.

a. When preparing a contract modification, an SF 30 (Amendment of Solicitation/Modification of Contract) will be used. Entries will be typed or printed with ball-point pen.

b. Sections (1) through (16) below correspond to the block numbers on the form, and are provided as instructions for completing an SF 30.

(1) Enter the contract identification code for the applicable contract.

(2) Enter the modification number (i.e., P00001 for the first).

(3) Enter the date the modification is to become effective.

(4) Enter the original requisition or purchase number. This is for the benefit of the customer.

(5) Not applicable unless there is a project number. Normally applicable for construction.

(6) Enter complete name and address.

(7) Enter the administrator's name if it differs from section (6) above.

(8) Enter the name and address of the vendor or supplier.

(9) Not applicable, unless being issued as an amendment to a solicitation.

(10) Enter the contract identification code from section (1) above or the applicable purchase order or delivery order number if an order is being modified. Provide contract or order date.

(11) Not applicable, unless being issued as an amendment to a solicitation.

(12) Enter the accounting and appropriation data, if required.

(13) Check the appropriate box to indicate the type of modification. Insert the authority under which the modification is issued in the corresponding blank (see FAR 43.103). If Box "C" is checked, then Box "E" must also be checked requiring the contractor to sign this document. If required to sign, send the contractor the original plus two copies; after signing, the contractor returns the original plus one.

(14) Describe the modification. If you need more space, use additional SF 36 continuation sheets or blank paper.

(15) If the government wants a supplemental agreement, the contractor is required to sign first. The contractor should enter his/her name, title, and signature in the spaces provided. If this is a unilateral change order, no contractor signature is required.

(16) Type or print the name and title of the contracting officer in the space indicated. Sign in the space provided. Enter the actual date of signature.

K-2. Distribution. Once completed, modification distribution will be determined by local requirements; however, the following is a suggested pattern of distribution,

a. Contracting office keeps the original modification unless it pertains to a delivery order in which case the original is sent to commercial accounts.

b. Contractor - one copy.

c. COR - one copy.

d. Finance/Accounting - three copies.

e. Customer activity - all remaining copies (usually four).

K-3. Terminations.

a. To execute a no-cost settlement agreement involving a complete termination, place the no-cost statement (FAR 49.603-6) in block 14. See (FAR 49.603-7) for partial terminations.

b. For those situations that will not lend themselves to a no-cost settlement, the SF 30 is to be used as a termination notice. Have the termination notice hand delivered and obtain a written acknowledgment from the contractor.

(1) Distribute copies of the termination notice in the same way described above. Extra copies should also be sent to any known assignee, guarantor, or surety.

(2) After a settlement proposal is obtained from the contractor, determine the need for an audit (not required if less

than \$25,000), negotiate a final settlement, prepare a negotiation memorandum, and execute a supplemental agreement on a SF 30.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE PAGE OF PAGES

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY CODE	7. ADMINISTERED BY (If other than Item 6) CODE		

8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code)	(✓)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103 (b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED

INSTRUCTIONS

Instructions for items other than those that are self-explanatory, are as follows:

(a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.

(b) Item 3 (Effective date).

(1) For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.

(2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.

(3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.

(4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.

(5) For a modification confirming the contracting officer's determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.

(c) Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.

(d) Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor's name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.

(e) Items 9, (Amendment of Solicitation No.-Dated), and 10, (Modification of Contract/Order No.-Dated). Check the appropriate box and in the corresponding blanks insert the number and date of the original solicitation, contract, or order.

(f) Item 12 (Accounting and Appropriation Data). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries:

(1) Accounting classification
Net increase \$

(2) Accounting classification
Net decrease \$

NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words "See continuation sheet".

(g) Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103.)

(h) Item 14 (Description of Amendment/Modification).

(1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document.

(2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:

(i) Total contract price increased by \$

(ii) Total contract price decreased by \$

(iii) Total contract price unchanged.

(3) State reason for modification.

(4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.

(5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited to -

(i) A reference to the letter determination; and

(ii) A statement of the net amount determined to be due in settlement of the contract.

(6) Include subject matter or short title of solicitation/contract where feasible.

(i) Item 16B. The contracting officer's signature is not required on solicitation amendments. The contracting officer's signature is normally affixed last on supplemental agreements.

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE
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REFERENCE NO. OF DOCUMENT BEING CONTINUED

PAGE

NAME OF OFFEROR OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT

APPENDIX L
CONTRACT PAYMENTS
STANDARD FORM 1103

L-1. Responsibilities.

a. Finance and accounting officers implement procedures to make commercial payments on time. Public funds can be legally disbursed only when proper documents support the disbursement.

b. Contracting officers are responsible for awarding contracts and issuing purchase orders and delivery orders. They will not take action to award a contract until they have written confirmation that funds are available. The contracting officer may award subject to availability of funds with a later modification to confirm funds available for performance. Contracting officers will:

(1) Ensure that all procurement documents show the complete official address of the accounting office which is to make payments.

(2) Ensure that copies of all procurement documents and modifications are sent to the accounting office and the requiring activity.

(3) Establish and insert in applicable procurement documents any specific payment terms or dates.

c. Certifying officers outside the finance and accounting office prepare payment vouchers and attach all supporting documents that authorize the payment. Documents to be attached may include

(1) The procurement document or legal authority for the disbursement.

(2) Receiving/acceptance report or certificate of performance.

(3) Vendor's invoice or claim. Before signing a certification, certifying officers must ensure that the supplies and services have been ordered, received, and accepted; and that the vendor's invoice is correct. Original documents are sent for the disbursing officers retained accounts. Certifying officers keep copies of all supporting documents.

L-2. Paying Accounts.

a. Supporting Document Sources.

(1) Contracting officers will furnish financial and accounting offices copies of all contracts, purchase orders, delivery orders, and other procurement documents. Vouchers may be prepared by contracting officers, CORs, or certifying officers. All necessary supporting documents must be attached to the voucher and forwarded via the contracting officer to the accounting and finance office for payment.

(2) Receiving/acceptance reports and certificates of performance. Accountable property officers, CORs, inspectors, or other duly authorized persons send receiving/acceptance reports to the contracting officer who will authorize payments and forward to the appropriate accounting office.

(3) Vendor invoices must be sent directly to the office designated in the procurement document. Some contracts require that invoices be sent to an approving official for certification before submission to the contracting office.

b. Number of Payments.

(1) Complete Payment. A procurement document is normally paid on a single payment voucher if all the supplies or services are delivered at one time.

(2) Partial Payment. When the government accepts a partial shipment of supplies or performance of services, payment is made for the amount accepted unless the procurement document specifically precludes partial payments. An unlimited number of partial payments may be made. Each partial payment voucher must clearly identify the procurement document number for which payment is being made and that it is a partial payment. The final-payment voucher must be marked as final payment.

c. Receiving/Acceptance Reports and Certificates of Performance.

(1) Almost any document can be used as a receiving/acceptance report if it contains the following information:

(a) Procurement or other authorization number.

(b) Product or service description.

(c) Quantities received.

(d) Date property or service was accepted.

(e) Signature, printed name, title, phone number, and mailing address of the receiving official.

(2) Electronically transmitted receiving/acceptance reports may be used but a signed original must be available for audit purposes.

(3) The following forms are most generally used as receiving/acceptance forms:

(a) DD Form 250, Material Inspection and Receiving Report.

(b) DD Form 1155, Order for Supplies or Services.

(c) SF 44, Purchase Order-Invoice-Voucher.

(4) Inspection and Acceptance. The appropriate individual completes a receiving/acceptance report after supplies are received and accepted. The receiving/acceptance report lists the items received and gives the quantity. It also lists any items rejected and the reasons for rejection. The receiving/acceptance activity may use SF 361, Discrepancy in Shipment Report, or SF 364, Report of Discrepancy, to report discrepancies to the contracting officer for resolution.

(5) Certificates of Performance. When services are procured, a certificate of performance may be submitted instead of a receiving/acceptance report. It is usually preprinted on a purchase order, delivery order, or receiving/acceptance report form. A certificate of performance may also be typed or stamped on an invoice, delivery ticket, or separate sheet of paper substantially as follows:

" I certify that the services called for in the
(Purchase/Delivery Order/Contract) have been rendered per
the terms, conditions and specifications of the order."

(Date Services Accepted)

(Printed Signature Block)

(Signature)

d. Vendor's Invoice.

(1) Description and Content. The vendor's invoice is a request for payment for goods or services the vendor has furnished the government. It should have an itemized listing of quantities, description of items, unit cost, and total cost.

(2) Multiple invoices, monthly or otherwise, payable to one vendor at one office may be combined into one payment. When using this procedure, each invoice must be identified individually. The voucher must show the amount of each invoice as a separate entry in the voucher's "AMOUNT" column.

(3) Invoice Format. There is no prescribed format for a vendor's invoice. The invoice form used in commercial

transactions normally is acceptable in government billings. The invoice submitted must be either an original or a copy designated as the ORIGINAL and used as such. A carbon copy of an invoice that the vendor marks "Original" is acceptable provided it contains the required details. However, when an original invoice has been lost or destroyed, a copy must be obtained from the vendor and the voucher processed through regular disbursement channels. A full explanation of circumstances surrounding the loss or destruction of the original invoice and a statement that steps have been taken to prevent duplicate payment must be placed on or attached to the invoice copy.

(4) Invoice Certification.

(a) The requirement that vendors' invoices certify that "the bill is correct and just and that payment has not been received" applies only to bills for transportation and accessorial services procured by SFs 1103, U.S. Government Bills of Lading (GBL) or commercial bills of lading for conversion to GBLs.

(b) The absence of the certificate on other bills or invoices does not eliminate the requirement for specific certification of facts required by certain contracts. It does not lessen the vendor's responsibility to comply with all statutory requirements applicable to transactions with the government. It is not to be construed as mitigating a vendor's liability for asserting false, fictitious, or fraudulent claims against the United States.

e. Vendor name. Vouchers and checks are usually made out to the official name of a business firm, association, or partnership. Some large corporations ask that checks be made out and mailed to a local office that may or may not have the same name. This is permissible as long as the payment voucher and invoice clearly shows the contract number.

f. Duplicate Payments. Vouchers and supporting documents must be marked so they will not be processed for payment a second time. Personnel must be particularly alert for the possibility of duplicate payments in the following situations:

(1) Payments have been delayed for extended periods after the due date and duplicate invoices have been received from the vendor.

(2) Invoices or bills appear to have been submitted for payment to more than one location.

(3) Adjusted invoices after payments have been made.

L-3. Billing Periods under Blanket Purchase Agreements (BPAs).

a. It may be desirable to arrange for vendors to submit periodic invoices or delivery tickets for purchases made under BPAs. These invoices or tickets must identify, either on the documents or by reference to other documents, the articles covered, unit costs, and total costs.

b. If the BPA does not have specific payment terms, the payment due date is 30 days after the later of:

(1) The final date of the billing period.

(2) The date the paying office receives a proper invoice or delivery ticket for all deliveries accepted during the billing period.

(3) The date the receiving/acceptance report states the goods or services were accepted.

L-4 Special Types of Payments.

a. Advances (FAR 32.4)

(1) General Prohibitions against Advances. Under contingency conditions in particular, advance payment is the least preferred method of contract financing. Without specific statutory authority, payment for goods and services cannot exceed the value of the supplies or services accepted as of the payment date.

(2) When Advances are Permitted. Advance payments can be made from DoD appropriations for services listed below in relation to contingency contracting. Payments made in accordance with the laws of foreign countries or their ministerial regulation and payments for rent in such countries, if necessary under local custom, can also be paid in advance.

(a) Advance payments for publications and subscriptions.

(b) Advance payments for post office box rental.

(c) Streetcar tickets or tokens, toll road permits and toll bridge tickets.

(d) Payments for public refuse disposal facility tickets.

(e) Cash on Delivery (C.O.D.) charges. Paying C.O.D. charges in cash before the contents are examined is authorized. This applies only when the purchases are made from imprest funds.

(f) Utility connection charge. Paying a public utility for an installation or connection charge is not considered to be an advance payment because the government

receives full consideration; services not otherwise available become available. Connection charges are later reimbursable by a specified monthly refund on the invoice for utility services.

b. Progress and Advance Payments under Contract Financing.

(1) The term "contract financing" means the government assists contractors by providing working capital to finance contracts for large amounts or those that extend over a long period of time. Policies and procedures governing progress and advance payments are in the FAR 32.5 and DFARS 232.5. In order to keep funds held outside the U.S. Treasury to a minimum, the amount of advance must be held to the absolute minimum necessary for contract performance. Contract financing includes:

(a) Payment methods.

(b) Loan guarantee.

(c) Administration of debts to the government from contracts.

(d) Contract funding.

(2) Advance payments are money advances from the government to a prime contractor before, in anticipation of, and for the purpose of complete performance under one or more contracts. Since they are not measured by performance, they differ from partial, progress, or milestone payments based on the performance or partial performance of a contract. Advance payments may be made to prime contractors to make advances to subcontractors. Advance payments are made as soon as possible after a proper certification by the contracting officer reaches the correct finance office.

(3) Progress payments are payments based either on the cost incurred by the contractor as work progresses or based on a percentage or state of contract completion. The contract must contain direction for either of these two methods of making progress payments as directed by the contract.

(4) Requests for approval. Requests for advance payments and unusual progress payments are submitted, as outlined in FAR, Part 32.

APPENDIX M

CONTRACT CLOSE-OUT

M-1. General.

a. Physically completed contracts are those on which services are complete and accepted, but still required contract administration action for closure. Reporting requirements and standard times are set forth in FAR and DFARS 4.804. Guidance on close-out of contract files is in FAR and DFARS 4.805.

b. The contracting officer is responsible for closing out physically complete contracts. DD Form 1594, The Contract Completion Statement, will be used for this purpose.

c. The contracting officer under FAR 4.804-2 will ensure that all required contractual actions have been completed and will prepare a statement to that effect. This is accomplished by completing and signing the lower portion of the DD Form 1594 submitted by the contract administrator. Once completed and signed, the DD Form 1594 is the authority to close the contract file and shall be made part of the official contract file.

d. Closing out a small purchase should require no special procedures. The speed with which it can be done; however, depends on how soon the customer can send a receiving report and how soon finance can send payment information. Files on completed transactions should be transferred to the sponsoring contracting office, from which the contingency contracting officer received the PIINs, approximately every 90 days.

e. Closing out a large purchase; however, requires a more detailed procedure than just obtaining a receiving report and payment information. A DD Form 1594, Contract Completion Statement, must be used. While the form has more applicability to centrally managed contracts, the form is also applicable to closing out physically completed contracts resulting from contingencies.

f. The contracting officer should keep in mind that the objective of contract close-out is more than documenting the file. The objective is to assure that all contractual claims and obligations have been satisfied. If they have not, the contract file must remain open. All contract files, closed or not, will be turned over to the sponsoring contracting office at the end of deployment, if not sooner.

M-2. Procedures for Closing Out Contracts.

a. The DD Form 1597, Contract Close-out Checklist, is the primary document for initiating a systematic contract close-out.

When all necessary and applicable actions have been completed, the contracting officer will sign and attach this form to the DD Form 1594.

b. When the physically completed contract involves government property in the possession of the contractor, the contracting officer will forward a DD Form 1593, Contract Administration Completion Record, to the property administrator requesting the actual or estimated dates for completion of property administration. The DD Form 1593 should also be used to verify that other functional activities have completed their required close-out actions.

c. The contracting officer will review the status of funds on physically completed contracts to ascertain whether funds are available for removal prior to final payment.

d. For all contracts not in excess of the small purchase threshold, the contracting officer shall include in the contract file a statement that all contract actions have been completed. The completed form or statement is authority for closing out of the contract file.

e. When the purchasing office administers a contract, that office is responsible for ensuring that all required purchase actions and contract administration have been completed, utilizing as necessary DD Form 1597, Contract Close-out Checklist, and DD Form 1593, Contract Administration completion Record.

f. When all required actions have been completed, the purchasing office shall prepare a Contract completion Statement, DD Form 1594, for all contracts in excess of the small purchase threshold. The Contract Completion Statement shall be made a part of the official contract file. Sections (1) through (10) below correspond to the numbered blocks on the form, and are provided as instructions on how to complete a DD Form 1594.

(1) Enter the address of the organization performing contract administration functions.

(2) Enter the applicable PIIN, the last modification number, if any, and the last call/order number, if applicable.

(3) Enter the address of the contracting officer.

(4) Enter the address of the contractor.

(5) Indicate if there are, or are not, excess funds. If there are excess funds, enter the amount.

(6) If final payment has been made, enter the voucher number and the date on the voucher. (Contract files cannot be closed out until final payment is made.)

(7) Not applicable, unless invoices are being forwarded to the disbursing office or another activity. If applicable, enter invoice number and date forwarded.

(8) Enter as appropriate statements regarding other contractual aspects (i.e., property clearance if the government property was provided, settlement of claims resulting from a termination for convenience, etc.).

(9) Enter name of official responsible for contract administration, signature, and date.

(10) Section 10.

(a) Check applicable box to indicate the close-out date of the contract file in the contracting office.

(b) Enter any applicable remarks.

(c) Enter name of the contracting officer, sign and date.

M-3. Terminated Contracts.

a. On termination of a contract for the convenience of the government, complete or partial, the contracting officer will provide a copy of the DD Form 1597 to the termination contracting officer (TCO). The TCO will complete the DD Form 1597, sign it, and forward the form to the contracting officer together with the completed termination case file. The contracting officer would then resume normal contract close-out procedures. In the absence of a TCO, the contracting officer should assume the TCO duties described in FAR 49.105.

b. The termination of a contract for default, complete or partial, is the responsibility of the contracting officer who will resolve the terminated portion. Any non-terminated portion, not yet completed, will be processed for close-out upon completion of the non-terminated portion.

APPENDIX N

FORMS

N-1. Reproduction of Procurement Forms. Contracting offices may reproduce the Standard Forms, Optional Forms, and department of Defense Forms that are illustrated in FAR Part 53 and DFARS Part 253.

N-2. Prescription of Forms.

a. Contracting Authority and Responsibilities. SF 1402, Certificate of Appointment, is prescribed for use in appointing Contracting officers as specified in FAR 1.603-3.

b. Improper Business Practices and Personal Conflicts of Interest. OF 333, Procurement Integrity Certification for Procurement Officials, is prescribed for use as specified in FAR 3.104-12(a)(3).

c. Contract Reporting. DD Form 350, Individual Contracting Action Report (Over \$25,000), and DD Form 1057, Monthly Contracting Summary of Actions \$25,000 or Less, are prescribed for use in reporting contract actions, as specified in DFARS 204.602(c).

d. Responsible Prospective contractors. The following forms are prescribed for use in conducting preaward surveys of prospective contractors as specified in FAR 9.106-1, 9.106-2 and 9.106-4.

(1) SF 1403, preaward Survey of Prospective Contractor (General).

(2) SF 1404, Preaward Survey of Prospective Contractor (Technical).

(3) SF 1405, Preaward Survey of Prospective contractor (Production).

(4) SF 1406, Preaward Survey of Prospective contractor (Quality Assurance).

(5) SF 1407, Preaward Survey of Prospective contractor (Financial Capability).

(6) SF 1408, Preaward Survey of Prospective Contractor (Accounting System).

e. Simplified Purchase Procedures. The following forms are prescribed as stated below for use in small purchases, orders under existing contracts or agreements, and orders from required sources of supplies and services.

(1) SF 18, Request for Quotation, shall be used in obtaining price, cost, delivery, and related information from suppliers for small purchases as specified in FAR 13.107(a).

(2) SF 30, Amendment of solicitation/Modification of Contract, may be used for modifying purchase orders as specified in FAR 13.503(b).

(3) SF 44, Purchase Order-Invoice-Voucher, is prescribed for use in small purchases as specified in FAR 13.505-3.

(4) SF 1165, Receipt for Cash-Subvoucher, may be used for imprest fund purchases as specified in FAR 13.405(e).

(5) DD Form 1155, Order for supplies or Services, may be used as follows:

(a) To accomplish small purchases as specified in DFAR 213.505-2.

(b) To establish Blanket Purchase Agreements (BPAs) as specified in FAR 13.230 and make purchases under BPAs as specified in FAR 13.204(e) (3).

(c) To issue orders under Basic Ordering Agreements (BOAs) as specified in DFAR 216.703(c).

(d) To issue delivery orders under prepriced indefinite quantity and indefinite delivery requirement contracts as specified in FAR 16.703(d) (2) (i).

f. Contracting by Negotiation. The following forms are prescribed for use in contracting by negotiation except for construction, architect-services, or small purchases.

(1) SF 18, Request for Quotation, is prescribed for use in obtaining price, cost, delivery, and related information from suppliers for negotiated acquisitions as specified in FAR 15.406-2(a) (2).

(2) SF 26, Award/Contract, is prescribed for use in entering into negotiated contracts in which the signature of both parties on a single document is appropriate as specified in FAR 15.414(b).

(3) SF 30, Amendment of Solicitation/Modification of Contract, shall be used for amending requests for proposals (RFP) and may be used for amending requests for quotations (RFQ) as specified in FAR 15.410.

(4) SF 33, Solicitation, Offer and Award, shall be used in connection with the solicitation and award of negotiated

contracts. Award of such contracts may be made by either SF 33 or SF 26 as specified in FAR 15.406-1(b) and 15.414.

(5) SF 36, Continuation Sheet, may be used as a continuation sheet in solicitations.

(6) SF 129, solicitation Mailing List Application, shall be used in establishing and maintaining lists of potential sources as specified in FAR 14.205-1(d).

(7) SF 1409, Abstract of offers and SF 1410, Abstract of offers - continuation, may be used in recording offers and proposals.

(8) SF 1411, Contract Pricing Proposal Cover Sheet, and SF 1412, Claim for Exemption from Submission of Certified Cost or Pricing Data, may be used in recording offers and proposals.

(9) DD Form 1547, Record of Weighted Guidelines Application, is used to establish the profit objective on negotiated cost contracts and provide a record.

g. Contract Modifications. SF 30, Amendment of solicitation/Modification of Contract, is prescribed for use in:

(1) Amending solicitations, whether advertised or negotiated, as specified in FAR 14.208(a).

(2) Modifying purchase and delivery orders as specified in FAR 13.503(b).

(3) Modifying contracts as specified in FAR 43.301 and 49.602-5.

(4) Novation and change of name agreements as specified in FAR 42.1203(f).

h. Acceptance/Inspection. DD Form 250, Material Inspection and Receiving report; DD Form 1155, Order for Supplies and Services; and SF 44, Purchase Order-Voucher-Invoice, are the forms most generally used as receiving and acceptance documents.

i. Military Interdepartmental Purchase Request (MIPR). DD Form 448, Military Interdepartmental Purchase Request, and DD Form 448-2, Acceptance of MIPR, are used to document the funds transfer and acceptance of the purchase request between military departments.

j. Contract Close-out. The following forms are prescribed for use in contract close-out actions as set in FAR 4.805 and DFARS 204.805.

(1) DD Form 1592, Contract Cross Reference Data.

- (2) DD Form 1593, Contract Administration Completion Record.
- (3) DD Form 1594, Contract Completion Statement.
- (4) DD Form 1597, Contract Close-out Checklist.
- (5) DD Form 1598, Contract Termination Status Report.

SOLICITATION, OFFER AND AWARD1. THIS CONTRACT IS A RATED ORDER
UNDER DPAS (15 CFR 350)

RATING

PAGE OF

PAGES

2. CONTRACT NO.

3. SOLICITATION NO.

4. TYPE OF SOLICITATION

☐ SEALED BID (IFB)☐ NEGOTIATED (RFP)

5. DATE ISSUED

6. REQUISITION/PURCHASE
NO.

7. ISSUED BY

CODE

8. ADDRESS OFFER TO (If other than Item 7)

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until _____ local time _____ (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section I, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION
CALL:

A. NAME

B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS)

11. TABLE OF CONTENTS

(✓) SEC.	DESCRIPTION	PAGE(S)	(✓) SEC.	DESCRIPTION	PAGE(S)
PART I - THE SCHEDULE			PART II - CONTRACT CLAUSES		
A	SOLICITATION/CONTRACT FORM		I	CONTRACT CLAUSES	
B	SUPPLIES OR SERVICES AND PRICES/COSTS		PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACH.		
C	DESCRIPTION/SPECS./WORK STATEMENT		J	LIST OF ATTACHMENTS	
D	PACKAGING AND MARKING		PART IV - REPRESENTATIONS AND INSTRUCTIONS		
E	INSPECTION AND ACCEPTANCE		K	REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS	
F	DELIVERIES OR PERFORMANCE				
G	CONTRACT ADMINISTRATION DATA		L	INSTRS., CONDS., AND NOTICES TO OFFERORS	
H	SPECIAL CONTRACT REQUIREMENTS		M	EVALUATION FACTORS FOR AWARD	

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8)	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
	%	%	%	%
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:	AMENDMENT NO	DATE	AMENDMENT NO.	DATE

15A NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
---	------	----------	--

15B TELEPHONE NO. (Include area code)	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE	17. SIGNATURE	18. OFFER DATE
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AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
-----------------------------------	------------	----------------------------------

22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION:

☐ 10 U.S.C. 2304(c) () ☐ 41 U.S.C. 253(c) ()23. SUBMIT INVOICES TO ADDRESS SHOWN IN
(4 copies unless otherwise specified)

24. ADMINISTERED BY (If other than Item 7)

CODE

25. PAYMENT WILL BE MADE BY

CODE

26. NAME OF CONTRACTING OFFICER (Type or print)

27. UNITED STATES OF AMERICA

28. AWARD DATE

(Signature of Contracting Officer)

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

Form Approved / OMB No. 0704-0248 / Expires Apr 30, 1989

APPENDIX 0
ABBREVIATIONS AND ACRONYMS

ACRN	- Accounting Classification Reference Number
ADR	- Alternate Dispute Resolution
AT	- Active Duty for Training
AL	- Acquisition Letter
APR	- Agency Procurement Request
BCM	- Business Clearance Memorandum
BOA	- Basic Ordering Agreement
BPA	- Blanket Purchase Agreement
CINC	- Commander-in-Chief
CONUS	- Continental United States
COR	- Contracting Officer's Representative
DCAA	- Defense Contract Audit Agency
DFARS	- Defense Federal Acquisition Regulation Supplement
DLA	- Defense Logistics Agency
DODAAC	- Department of Defense Activity Accounting Code
DODAAD	- Department of Defense Activity Address Directory
DOD	- Department of Defense
DPA	- Delegation of Procurement Authority
DRA	- Defense Resource Act
FA	- Functional Area
FAO	- Finance and Accounting Officer
FAR	- Federal Acquisition Regulation
FAST	- Forward Area Support Team
FEMA	- Federal Emergency Management Agency

FOB	- Free on Board
FSS	- Federal Supply Schedule
GAO	- General Accounting Office
GSA	- General Services Agency
HCA	- Head Contracting Activity
HN	- Host Nation
HNS	- Host Nation Support
IGE	- Independent Government Estimate
IPR	- In-process Reviews
LNO	- Liaison Officer
LP	- Local Purchase
MFR	- Memorandum for Record
MIPR	- Military Interdepartmental Purchase Request
MOA	- Memorandum of Agreement
NAF	- Non-appropriated Fund
NAPS	- Navy Acquisition Procedure Supplement
NSN	- National Stock Number
OCNUS	- Outside Continental United States
OMN	- Operations and Maintenance, Navy
OPLAN	- Operations Plan
PCRB	- Property Control Record Book
PII	- Procurement Instrument Identification
PIIN	- Procurement Instrument Identification Number
POL	- Petroleum, Oils, and Lubricants
PR	- Purchase Request
RFP	- Request for Proposal

SOFA - Status of Forces Agreement
SOW - Statement of Work
SOP - Standard Operating Procedures
SSA - Source Selection Advisor
T&M - Time and Material Contract
TCO - Termination Contracting Officer
TDA - Table of Distribution and Allowances
TOE - Table of Organization and Equipment
UCA - Undefined Contract Action
UMMIPS - Uniform Material Movement and Issue Priority System
USC - United States Code

APPENDIX P

GOVERNMENT-WIDE COMMERCIAL PURCHASE CARDS

P-1. General. The General Services Administration (GSA) has a contract with a bank that authorizes the bank to issue commercial purchase cards (e.g., VISA) to authorized Government personnel to use in support of official Government purchases. The contract is commonly referred to as the "Government-wide Commercial Purchase Card Program." The commercial purchase card is intended to stream-line payment procedures and reduce the administrative burden associated with traditional and emergency purchasing of supplies and services under the current simplified acquisition procedures. The contract authorizes the use of the program by any activity within the Executive Branch of the Government that is delegated contracting authority for such use.

P-2. Policy. The purchase card may be used to purchase supplies and services in accordance with FAR Part 13, DFARS Part 213, NAPS Part 5213, GSA Contract Guide, this instruction, HCA instructions, and local operating procedures. It may also be used as a payment vehicle in conjunction with other procurement methods when authorized in the order, contract or agreement as discussed in Chapters 1 and 9 of NAVSUPINST 4200.85 series. The card may also be used to order directly from Government required sources (i.e., GSA wholesale supply, FPI, etc.) using the procedures in Chapter 1 of NAVSUPINST 4200.85 series. Without exception, the I.M.P.A.C. may only be used for authorized U.S. Government purchases.

P-3. Definitions. See Appendix D.

P-4. Delegation of Contracting Authority

a. By the Head of the Contracting Activity (HCA). All DON activities must obtain a delegation of contracting authority, in accordance with the cognizant HCA's procedures, prior to local implementation of the purchase card program.

B. By the Head of the Activity (HA)

(1) The HA shall delegate contracting authority to each cardholder, or shall delegate to one individual within the activity the right to redelegate contracting authority to cardholders within the activity.

c. Delegation Document. A delegation of authority letter or a SF 1402, Certificate of Appointment, may be used to delegate micro-purchase authority to cardholders. Each delegation letter or SF 1402 shall specify the following information: Single Purchase Limits for government supply sources and for open market purchases, Billing Cycle Purchase Limit, and transaction type.

d. Use of the Card for Payment. An individual delegation of contracting authority is not required when the purchase card will be used exclusively as a payment method for contracts and orders placed by other authorized contracting personnel.

P-5. Establishing a Local Program

a. Contract Guide. Field contracting activities interested in establishing a local GCPC Program should obtain a copy of the GSA Government-wide Commercial Credit Card Service Contract Guide. For copies of the Contract Guide, call or write to the Contracting Officer at:

General Services Administration
Federal Supply Service
Services Acquisition Center (FCXST)
Washington, DC 20406

(703) 305-6658, 305-3044, 305-5506

b. Internal Operating Procedures. Prior to establishing a local program, the activity must develop written internal operating procedures for use by activity personnel. Development and implementation of the procedures should be coordinated with the supporting disbursing or paying office. All procedures must be within the scope of the terms and conditions of the GSA contract and must comply with all the established procedures for and restrictions on the use of the card. The internal procedures must address the issues listed in the GSA Contract Guide under "Agency Responsibilities"; and this chapter and shall, at a minimum contain:

(1) Designation of offices involved in the Program with associated duties defined as discussed below:

(a) Agency/Organization Program Coordinator (APC). The APC shall be the primary liaison between the activity and the bank. The APC may be authorized to appoint Approving Officials, approve the selection of the individuals who will be Cardholders, and delegate contracting authority to Cardholders. The internal operating procedures shall include the name, mailing address and phone number of the APC; as well as his/her duties and responsibilities.

(b) The person authorized to delegate contracting authority to cardholders, if other than the APC.

(c) Approving Official (AO). The approving official is responsible for, at a minimum, reviewing his/her cardholders' monthly statements and verifying that all purchases or transactions were made in accordance with applicable directives. Other duties may be delegated as the command or activity sees fit. As the approving official is a key figure in the internal

review process, special attention should be given to Approving Official responsibilities. The approving official is usually the Cardholder's immediate supervisor.

(d) Cardholder. The internal operating procedures must provide clear guidance and direction for cardholders to ensure that all purchases are made in accordance with applicable regulations, instructions and internal guidance.

(e) Designated Billing Office. This office shall be responsible for receiving and processing the Financial Summary Report (official invoice). The functions and responsibilities of this office should be delineated in the procedures. The designated billing office will generally be at the paying activity (i.e., DFAS) unless the using activity has received DFAS concurrence to maintain the function and corresponding responsibilities at the local activity level.

(f) Dispute Office. This office/person shall assist the activity and the bank in tracking and resolving disputed purchases or transactions. A "dispute" is a disagreement between the cardholder and the bank regarding items appearing on the cardholder's monthly statement of account. It is the cardholder's responsibility to attempt to resolve all disagreements with the vendor prior to submission to the disputes office. The functions and responsibilities of this office should be delineated in the procedures.

(2) The internal operating procedures should include procedures for:

(a) The purchase request process. Activities are encouraged to develop streamlined processes which minimize the numerous steps normally involved in the procurement process. If the activity can ensure funds certification and procedures for approval for specific purchases, a formal purchase request is not required. Bulk funding and other methods of ensuring prompt and accurate funds certification are strongly encouraged. Procedures for streamlining the approval process for individual procurements should also be considered. For instance, attempts could be made within the activity to determine categories of items that could be approved in advance (i.e., Information Technology resources covered under a blanket LCM approval, office supplies, authorization to a certain dollar limit for repairs to government-owned equipment, etc.), or approval levels might be further delegated.;

(b) Screening/documentation requirements for any required government sources of supply. When required, evidence of screening can be noted on the cardholder log;

(c) Solicitation and award. Provide cardholders clear guidance on all steps of the solicitation and award process

including necessary information to request from contractors, documentation requirements, paperwork flow, etc.;

(d) Receipt, inspection, and acceptance of supplies; including instructions on reporting the receipt of minor/plant property to the appropriate organizational unit for inclusion in the inventory system;

(e) Any special processing requirements necessary to ensure appropriate obligation and expenditure of fiscal year end funds;

(f) Reconciliation, verification, and certification of each cardholder's Statement of Account, Approving Official statements, and the activity's Financial Summary Report; and

(g) Maintenance and retention of purchase card records (manual or electronic).

(3) A complete listing of prohibited purchases which shall include the restrictions set by the GSA Contract Guide and this chapter.

P-6. Cardholder's Contracting and Account Limitations

a. Single Purchase Limit. Each cardholder's account and delegation of authority document shall include a single purchase limit. Within the limitations described below, the Head of the Activity (or his/her designee) may delegate the single purchase limit in increments of \$50, not to exceed \$2,500. The single purchase limit when using the card with government sources of supply or as a payment method, i.e., in conjunction with a contracting document, may not exceed \$999,999.

b. Billing Cycle Purchase Limit. Each cardholder's account and delegation of authority document shall include his/her billing cycle purchase limit. The billing cycle limit may be assigned in increments of \$100 up to \$999,999.

c. Merchant Type Code is the code assigned by the bank which categorizes each merchant according to the type of business the merchant is engaged in and the kinds of goods and services provided. Each cardholder's account shall be coded to identify the types of merchants from whom the cardholder is authorized to purchase.

d. Transaction Type. The cardholder's account and delegation of authority letter shall identify the transaction types authorized (i.e., over-the-counter or telephone orders).

P-7. Training Requirements

a. Prior to issuance of a purchase card, all prospective Cardholders and cognizant Approving Officials must receive

orientation on local operating procedures. Refresher training is required at least every three years for Cardholders and others involved in the process to ensure compliance and understanding of contracting authority and local operating procedures.

b. In addition, the APC, prospective Cardholders, and Approving Officials must successfully complete at least one of the following:

(1) CD-ROM Interactive Training Video for the DoN Purchase Card Program.

(2) NAVSUP Commercial Purchase Card Course for Micro-Purchasers;

(3) A cognizant HCA approved purchase card course that contains the minimum requirements/curricula covered in the NAVSUP Commercial Purchase Card Course for Micro-Purchasers;

c. Individuals who have taken one of the following courses have satisfied the training requirement and are not required to complete any of the training discussed in paragraph c. above.

(1) NAVSUP Simplified Acquisition Procedures Course; or

(2) PUR 101, Purchasing Fundamentals; PUR 102, Operational Level Small Purchase; CON 101, Contracting Fundamentals or equivalent predecessor courses; or CON 237, Simplified Acquisition Procedures.

P-8. Prohibited Uses of the Purchase Card

a. In accordance with the GSA Contract Guide, the Government-wide Commercial Purchase Card shall not be used for the following items:

(1) Cash advances.

(2) Rental or lease of land.

(3) Telecommunications (telephone) services (i.e., major systems such as VETS 2000, DSN, or Base telephone systems). This restriction does not include short term services (i.e., rental of beepers, telephone moves, etc.)

b. In addition, DoN activities shall not use the Government-wide Commercial Purchase Card for the following, except as discussed below:

(1) Expenses associated with individual official travel orders including transportation, lodging, or meals.

(2) Unpriced services unless the cardholder can establish a ceiling price that will not be exceeded by the contractor. This authority is limited to services in which commercial

practice sets market prices for services, and those market prices are identified in the cardholder documentation along with the ceiling price established.

(3) Except as discussed above, the purchase card may be used for ALL micro-purchases that do not require a written purchase order. Requirements that would require a written purchase order would include safety/safety of flight, configuration control, weapon system-related parts, foreign military sales, and classified requirements.

P-9. Cardholder's Use of the Card

a. Prior to soliciting a quotation, the Cardholder must:

(1) Have sufficient funds committed by the financial manager/comptroller to pay for the purchase. Bulk funding committed to the cardholder's account is encouraged. When bulk funding is not utilized, the Cardholder must obtain funds from the financial manager/comptroller prior to each purchase;

(2) When required, ensure that required sources of supply have been screened and appropriate waivers are in place when those sources are not utilized.

b. Pertinent information discussed between the contractor and cardholder when requesting quotes and making award may be documented on a cardholder log or other simplified record.

c. If the merchant's price is fair and reasonable, the Cardholder may proceed to purchase the supplies. This may be accomplished:

(1) Over-the-Counter when the cardholder goes to the merchant's place of business to make the purchase and the supplies are immediately available; or

(2) Over-the-Phone where orders are placed by phone and the contractor delivers the supplies to the activity or government pick-up is authorized.

d. Whether the purchase is made over-the-counter or over-the-phone, the following applies:

(1) In order to protect the integrity of the process, a minimum two way separation of function is required. If the cardholder is picking up material at a contractor's place of business, the end user or designated receiving personnel should sign for final receipt. In the event the cardholder is the end user, another designated individual must sign for receipt. If a second individual will not be available, the activity should have some process to ensure the integrity of the purchase, (i.e., obtain approving official approval in advance, etc.).

(2) The cardholder should advise the merchant that the purchase card account may not be charged until after material is shipped.

(3) Back ordering or delivering partial quantities should be avoided. If an item must be back ordered or a partial quantity accepted, the merchant must agree to only bill for the actual quantity shipped.

(4) For ease in reconciliation, cardholders should attempt to have all material delivered or picked-up within the same billing cycle.

(5) Cardholders must retain any documentation received from the vendor as this will later be used to verify the transactions shown on the cardholder statement. This document may be a charge slip, cash register receipt, packing list, etc. If for some reason the cardholder does not have documentation of the transaction, an explanation will need to be attached to the statement during the reconciliation process.

e. Required Shipping Information Within CONUS

(1) When material is being shipped by the contractor within CONUS, the contractor should be advised to include the following information on the shipping label:

(a) Complete "MARK FOR" address including the cardholders UIC, address and departmental name or code for which the material is being procured;

(b) Requisition/Order number or other reference number provided by the cardholder; and

(c) Merchants name and address.

(2) Additionally, a shipping document or packing slip should be included in each package with the following information:

(a) Merchants name and address;

(b) Date of order;

(c) Requisition number/job order number, or other reference number provided by the cardholder;

(d) Date of delivery or shipment;

(e) Itemized list of supplies furnished, including quantity;

(f) Cardholders name and code; and

(g) Complete "MARK FOR" address including UIC and address of the end user.

f. Required Shipping Information when Material is for a Mobile or Overseas Unit. When material is for a mobile or overseas activity or unit, the recommended method for vendor shipment of the items is the U.S. Postal Service (USPS).

(1) When material is being shipped via the USPS, the following information should be included on the shipping label:

(a) Complete "MARK FOR" address including the cardholders UIC, FPO address and departmental name or code for which the material is being procured;

(b) Requisition/Order number, Transportation Control Number (TCN) or other reference number provided by the cardholder; and

(c) Merchants name and address.

(2) If the USPS is not used, because of the Required Delivery Date (RDD) or size/weight restrictions, the item will be shipped via the Defense Transportation System (DTS). For items shipped via the DTS, the merchant must provide the following on the shipping label:

(a) Complete "MARK FOR" address including the cardholder's UIC, FPO address and departmental name or code of the activity for which the material is being procured;

(b) Requisition/Order Number, TCN, or other reference number assigned by the cardholder;

(c) Transportation Account Code (TAC). The TAC utilized for material procured with the purchase card shall be N820, a NAVSUP Service-Wide Transportation (SWT) First Destination TAC. This TAC is required for further movement in the DTS and its use is strictly limited to the movement of a purchase card procured item from a MILSTAMP-designated aerial or Water Port of Embarkation (APOE/WPOE) to a cardholder activity when the activity is overseas, including deployed ships and mobile units. It shall not be used for payment of transportation charges for domestic (including Alaska, Hawaii, and Puerto Rico) shipments;

(d) Transportation Priority (TP) and RDD. This information is critical for items entering the DTS for further forwarding by the Air Mobility Command (AMC). If the TP/RDD is not cited, the material will be forwarded via surface carrier to the procuring activity;

(e) Merchant's name and address;

(f) Consignee/"SHIP TO" address. Items will be consigned to one of the following transshipment points for entry into the DTS:

1 For material entering a DTS Port of Embarkation (POE) on the East Coast, consign as follows:

SHIP TO: N45750
VREP CONTRACTOR
8349 AIR CARGO ROAD
BUILDING LP-117
NAVAL AIR STATION
NORFOLK, VA 23511-4496

2 For material entering a DTS POE on the West Coast, consign as follows:

SHIP TO: W62N2A
DDRW SAN JOAQUIN SITE
RFC OCONUS
CENTRAL RECEIVING BLDG 330
LATHROP, CA 95331-5340

(3) For any items that may require special handling, e.g., temperature controlled or signature service, contact the Naval Transportation Support Center (NAVTRANS) Fleet Locator at (757) 444-7381/DSN 564-7381 for shipping and routing information.

(4) Advance notification of the information contained in paragraph 10.f.(2) above should be forwarded via letter or naval message by the cardholder to the appropriate transshipment point to ensure proper routing upon material receipt and to preclude frustration of material:

(a) For material entering a DTS Port of Embarkation (POE) on the East Coast, forward advance information to:

VREP CONTRACTOR
8349 AIR CARGO ROAD
BUILDING LP-117
NAVAL AIR STATION
NORFOLK, VA 23511-4496

(b) For material entering a DTS POE on the West Coast, forward advance information to:

DEFENSE DISTRIBUTION REGION WEST
ATTN: DDJC-EDS (SHARPE SITE)
PO BOX 960001
STOCKTON, CA 95296-0134

(5) Regardless of which method is used to ship material to mobile or overseas units, the vendor must include a packing slip inside each shipment with the following information:

- (a) Merchant's name;
- (b) Date of order;
- (c) Date of delivery or shipment;
- (d) Itemized list of supplies furnished, including quantities;
- (e) Complete "MARK FOR" address including UIC and FPO address of the activity for which the material is being procured;
- (f) Requisition number/TCN or other reference number issued by the cardholder.

P-10. Receipt and Acceptance. It is the cardholder's responsibility to verify receipt of all purchases before payment can be made to the contractor. The cardholder must also certify that the quantity and quality of the items furnished are in accordance with the agreement with the vendor. If receipt documentation is not available, the cardholder must contact the end user, central receiving organization or other person responsible for receipt to obtain verification that the supplies have been received. The log or other file documents must be annotated to indicate that proper receipt and acceptance has been accomplished.

P-11. Reconciliation. Reconciliation procedures at each activity may vary due to program requirements. However, procedures should comply with the GSA contract guide, this instruction and RMBCS established procedures and should address the following:

a. Cardholder. At the end of each monthly billing cycle, the cardholder shall reconcile the information on his/her statement by filling in the appropriate accounting classification, if different from the master accounting line, and a description for each transaction. The cardholder shall review all information on the statement, verifying the accuracy of all transactions and documenting credits and returns. If transactions and credits are not on the next monthly statement, the transaction documentation shall be retained by the cardholder until the transaction or credit appears on the statement. The cardholder must sign the statement, attach all supporting documentation and forward to the approving official or designated alternate. If the cardholder cannot review the statement at the time that it is received, the approving official is responsible for reviewing and certifying the cardholder's statement. The cardholder must, upon his/her return, review the statement and resolve any discrepancies with the approving official.

b. Approving Official. The approving official is responsible for ensuring that all purchases made by the cardholder were

appropriate and accurate, and must resolve all questionable purchases with the cardholder. In the event an unauthorized purchase is detected, the approving official will notify the appropriate personnel within the organization. After review, the approving official will sign the cardholder's monthly statement of account and forward it and the approving official statement to the designated billing office.

P-12. Cardholder Liability. Intentional use of this purchase card for other than official Government business will be considered an attempt to commit fraud against the U.S. Government and may result in immediate cancellation of an individual's card and disciplinary action. The Cardholder will be personally liable to the Government for the amount of any non-government transactions. Under 18 U.S.C. 287, misuse of the purchase card could result in a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both.

P-13. Review of the Local Program

a. Internal Review. To ensure that internal controls and local operating procedures are followed by Requisitioners, Cardholders, and Approving Officials, a semi-annual review of purchase card transactions shall be conducted by the appropriate officials of the using activity. A report of the review should be submitted to the organizational APC (if performed by other personnel) who should initiate appropriate action as necessary to improve the local program or correct specific problem areas. Areas that should be considered during the internal review include:

- (1) Review of Internal Operating Procedures to ensure compliance with applicable directives;
- (2) Compliance with applicable training requirements;
- (3) Delegations of Authority;
- (4) Purchase Request Process;
- (5) Micro-purchase procedures;
- (6) Receipt, Inspection and Acceptance Procedures;
- (7) Invoice certification Process; and
- (8) Prompt payment Issues.

b. HCA Review. The HCA, or his/her designee, who granted contracting authority shall review the Program as part of their Procurement Management Review Program.